



**MEETING AGENDA**

**6:00 p.m., STA Board Regular Meeting  
 Wednesday, January 14, 2015  
 Suisun City Hall Council Chambers  
 701 Civic Center Drive  
 Suisun City, CA 94585**

**Mission Statement:** To improve the quality of life in Solano County by delivering transportation system projects to ensure mobility, travel safety, and economic vitality.

**Public Comment:** Pursuant to the Brown Act, the public has an opportunity to speak on any matter on the agenda or, for matters not on the agenda, issues within the subject matter jurisdiction of the agency. Comments are limited to no more than 3 minutes per speaker unless modified by the Board Chair, Gov't Code § 54954.3(a). By law, no action may be taken on any item raised during the public comment period (Agenda Item IV) although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the agency. **Speaker cards are required in order to provide public comment. Speaker cards are on the table at the entry in the meeting room and should be handed to the STA Clerk of the Board. Public comments are limited to 3 minutes or less.**

**Americans with Disabilities Act (ADA):** This agenda is available upon request in alternative formats to persons with a disability, as required by the ADA of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (Cal. Govt. Code §54954.2). Persons requesting a disability related modification or accommodation should contact Johanna Masiclat, Clerk of the Board, at (707) 424-6008 during regular business hours at least 24 hours prior to the time of the meeting.

**Staff Reports:** Staff reports are available for inspection at the STA Offices, One Harbor Center, Suite 130, Suisun City during regular business hours, 8:00 a.m. to 5:00 p.m., Monday-Friday. You may also contact the Clerk of the Board via email at [jmasiclat@sta-snci.com](mailto:jmasiclat@sta-snci.com). **Supplemental Reports:** Any reports or other materials that are issued after the agenda has been distributed may be reviewed by contacting the STA Clerk of the Board and copies of any such supplemental materials will be available on the table at the entry to the meeting room.

**Agenda Times:** Times set forth on the agenda are estimates. Items may be heard before or after the times shown.

**ITEM**

**BOARD/STAFF PERSON**

- |   |                    |
|---|--------------------|
| <p><b>1. CALL TO ORDER/PLEDGE OF ALLEGIANCE</b><br/>(6:00 – 6:05 p.m.)</p>  | <p>Chair Davis</p> |
| <p><b>2. CONFIRM QUORUM/ STATEMENT OF CONFLICT</b><br/>An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; (3) leave the room until after the decision has been made. Cal. Gov't Code § 87200.</p> | <p>Chair Davis</p> |

**STA BOARD MEMBERS**

Osby Davis (Chair)	Elizabeth Patterson (Vice Chair)	Jack Batchelor, Jr.	Harry Price	Norman Richardson	Pete Sanchez	Len Augustine	Jim Spering
City of Vallejo	City of Benicia	City of Dixon	City of Fairfield	City of Rio Vista	City of Suisun City	City of Vacaville	County of Solano

**STA BOARD ALTERNATES**

Jesus Malgapo	Alan Schwartzman	Dane Besneatte	Rick Vaccaro	Constance Boulware	Mike Hudson	Dilenna Harris	Erin Hannigan
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**3. APPROVAL OF AGENDA**

**4. OPPORTUNITY FOR PUBLIC COMMENT**  
(6:10 – 6:15 p.m.)

**5. EXECUTIVE DIRECTOR’S REPORT – Pg. 7**  
(6:15 – 6:20 p.m.)

Daryl K. Halls

**6. REPORT FROM THE METROPOLITAN  
TRANSPORTATION COMMISSION (MTC)**  
(6:20 – 6:25 p.m.)

Jim Spering,  
MTC Commissioner

**7. STA PRESENTATIONS**  
(6:25 – 6:30 p.m.)

- A. Federal Legislative Update**
- B. STA 2014 Year-End Highlights**
- C. Directors Reports**
  - 1. Planning**
  - 2. Projects**
  - 3. Transit/Rideshare**

Susan Lent, Akin Gump  
Chair Davis

Robert Macaulay  
Janet Adams  
Jayne Bauer

**8. CONSENT CALENDAR**

Recommendation:

Approve the following consent items in one motion.

(Note: Items under consent calendar may be removed for separate discussion.)

(6:30 – 6:35 p.m.)

**A. Minutes of the STA Board Meeting of December 10, 2014**

Johanna Masielat

Recommendation:

Approve STA Board Meeting Minutes of December 10, 2014.

**Pg. 13**

**B. STA Employee 2015 Benefit Summary Update**

Susan Furtado

Recommendation:

Receive and file.

**Pg. 19**

**C. Renewal of Membership with Solano Economic Development  
Corporation (EDC) for 2015**

Daryl Halls

Recommendation:

Approve the renewal of STA’s membership with the Solano Economic Development Corporation (Solano EDC) at the Premier Member “Chairman’s Circle” level of \$7,500 for Calendar Year 2015.

**Pg. 27**

**D. Contract Amendment - STA’s Financial Audit Services**

Susan Furtado

Recommendation:

Authorize the Executive Director to execute a contract amendment to Vavrinek, Trine, Day & Company, LLP for a two-year term for the amount not-to-exceed \$35,500.

**Pg. 31**

- E. Contract Amendment - Technology System Integration for the I-80 Eastbound Cordelia Truck Scales Relocation Project** Janet Adams  
Recommendation:  
 Approve a contract amendment for IIS in a not-to-exceed amount of \$40,600 to cover technology system integration design and equipment installation and two years of extended maintenance for the technology system for the I-80 Eastbound Cordelia Truck Scales Relocation Project.  
**Pg. 33**
- F. Contract Amendment – Project Management Services for the I-80/I-680/State Route (SR) 12 Interchange Complex** Janet Adams  
Recommendation:  
 Approve a contract amendment for the PDM Group Inc. in the not-to-exceed amount of \$556,000, to cover project management services for the I-80/I-680/SR 12 Interchange Complex and extend the term of the contract to February 2017.  
**Pg. 35**
- G. Transportation Development Act (TDA) Matrix Revision – Intercity Taxi Scrip Program and Faith in Action** Liz Niedziela  
Recommendation:  
 Approve the Revised FY 2014-15 Solano TDA Matrix – January 2015 as shown in Attachment A authorizing the claiming of local TDA funds by STA for the Intercity Taxi Scrip Program and Faith in Action as prepared in Attachment B.  
**Pg. 37**

**9. ACTION NON-FINANCIAL ITEMS**

- A. Conduct Public Hearing and Adopt Resolution of Necessity to Acquire Property by Eminent Domain, if necessary, for the Mitigation Site for the I-80/I-680/State Route 12 Interchange Project** Janet Adams and Dale Dennis, PDM  
Recommendation:  
 Conduct a public hearing and adopt the attached Resolution of Necessity No. 2015-01 (Attachment A) to acquire by eminent domain, if necessary, the property needed for the mitigation site for the I-80/I-680/State Route 12 Interchange Project.  
 (6:35 – 6:45 p.m.)  
**Pg. 43**
- B. Solano County Transit (SolTrans) Joint Powers Agreement (JPA) – Appointment of STA Ex-Officio Board Member** Bernadette Curry  
Recommendation:  
 Appoint a STA Board Member to the SolTrans JPA Board as an Ex-Officio member for a two-year term expiring December 2016.  
 (6:45 – 6:50 p.m.)  
**Pg. 49**

**C. Selection of 2015 STA Chair and Vice Chair**

Chair Davis

Recommendation:

Approve the following:

1. Selection of the STA Chair for 2015 commencing with the STA Board Meeting of February 11, 2015;
2. Selection of the STA Vice Chair for 2015 commencing with the STA Board Meeting of February 11, 2015; and
3. Request the new Chair designate the STA Executive Committee for 2015.

(6:50 – 6:55 p.m.)

**Pg. 51**

**10. ACTION FINANCIAL ITEMS**

**A. I-80 Express Lanes Project Implementation**

Janet Adams

Recommendation:

Approve the following:

1. Authorize the Executive Director to issue a Request for Proposals (RFP) to select a consultant team to provide detailed preliminary engineering and final design for the I-80 Express Lanes – Red Top Road to I-505 project;
2. Request BAIFA to allocate \$16 million of additional funds for the I-80 Express Lanes - East Segment (Airbase Parkway to I-505); and
3. The Local Preference Goal of 2% for RFP professional services.

(6:55 – 7:00 p.m.)

**Pg. 53**

**B. State Route (SR) 12 (Jameson Canyon) Route 21 Bus Service Contribution**

Liz Niedziela

Recommendation:

Approve NCTPA funding request for \$30,000 to be used as a local match for the operation of Route 21 on State Route 12 Jameson Canyon between Cities of Napa, Fairfield, and Suisun City.

(7:00 – 7:05 p.m.)

**Pg. 55**

**C. Updated Intercity Bus Replacement Capital Plan**

Mary Pryor,  
NWC

Recommendation:

Approve the updated SolanoExpress Intercity Bus Replacement Funding Plan as specified in Attachment C.

(7:05 – 7:10 p.m.)

**Pg. 61**

**11. INFORMATIONAL ITEMS – DISCUSSION**

**A. Statewide Funding Initiatives - Active Transportation and Cap and Trade Programs**

Robert Macaulay

(7:10 – 7:15 p.m.)

**Pg. 67**

**NO DISCUSSION**

- B. Status Update: Public Private Partnership (P3) SolTrans Implementation  
Pg. 121**

Robert Guerrero

- C. Summary of Funding Opportunities  
Pg. 123**

Andrew Hart

**12. BOARD MEMBERS COMMENTS**

**13. ADJOURNMENT**

The next regularly scheduled meeting of the STA Board is at **6:00 p.m., Wednesday, February 11, 2015**, Suisun Council Chambers.

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**MEMORANDUM**

DATE: January 7, 2015  
TO: STA Board  
FROM: Daryl K. Halls  
RE: Executive Director's Report –January 2015

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The following is a brief status report on some of the major issues and projects currently being advanced by the Solano Transportation Authority (STA). An asterisk (\*) notes items included in this month's Board agenda.

**Solano County State Legislators Appointed to Key Transportation Committees During Critical Year of Policy Discussion in Sacramento**

This week, the Senate President Pro Tem Kevin DeLeon announced his committee appointments. One of the highlights was Senator Lois Wolk being appointed to serve as Senate Majority Whip and as the Chair of the Senate Budget Committee #3 which covers Resources, Environmental Protection, Energy and Transportation. In December, Assembly Speaker Toni Atkins appointed Assembly Member Jim Frazier to serve as Chair of the Assembly Transportation Committee. With this appointment, Assembly Member Frazier will also be an ex-officio member of the California Transportation Commission along with Senator Jim Beall (Santa Clara), the new Chair of the Senate Committee on Transportation and Housing. New Assembly Member Bill Dodd has also been appointed as a member to the Assembly Transportation Committee.

**Report from Washington, DC \***

STA's Federal Lobbyist, Susan Lent with Akin & Gump, is scheduled to attend the Board meeting and provide a summary of recent transportation discussions in Washington, D.C. Recent discussions have referenced the importance of a federally funded Transportation Authorization bill.

**STA 2014 Highlights/STA 25th Anniversary \***

Traditionally, the outgoing STA Chair provides a summary of the highlights of the STA's accomplishments during the previous year. This meeting will also mark the start of STA's 25th anniversary year since the STA Joint Powers Authority was established back in 1990.

**STA Chair and Vice-Chair for 2015 \***

With the start of the year, the STA Board is scheduled to select its new Chair and Vice-Chair for 2015. Both the Chair and Vice-Chair then serve in this capacity until January of 2016. The new Chair will then be requested to designate the STA Board's Executive Committee for 2015.

**Rights of Necessity Hearing for I-80/I-680/SR 12 Mitigation Site \***

The past few months, STA staff has been working with the property owners necessary to implement the required mitigation for the I-80/I-680/SR 12 Interchange Project. Due to the time schedule for the project, staff has scheduled a Right of Necessity Hearing for one of the properties in order to keep the project schedule on track.

**Advancing Projects on I-80 Corridor \***

STA continues to work proactively with Caltrans, local agencies and other partners to improve mobility and safety along the I-80 corridor. There are three items on this month's agenda that will help STA continue to advance these corridor improvements. These include consultant services for advancing the I-80 Express Lanes into preliminary engineering and design, extending the project management of the I-80/I-680/SR 12 Interchange, and technology system integration design, installation and maintenance associated with the Cordelia Truck Scales project.

**Updated Intercity Bus Replacement Plan \***

In collaboration with staff from Fairfield and Suisun Transit (FAST) and Solano County Transit (SolTrans), STA staff has updated the Intercity Bus Replacement Plan for the 35 buses that service the seven Solano Express Routes. This plan includes STA contributing \$3.68 million to cover 20% of the \$31.34 million in projected cost. An initial set of buses is scheduled to be replaced by SolTrans (5) and FAST (5) over the next two years. The remaining 25 buses are to be replaced over the next eight years.

**STA to Claim TDA Funds to Fund Intercity Taxi Scrip Program and Faith in Action's Volunteer Driver Program \***

On June 11, 2014, the STA Board authorized the STA to accept a request from the Solano County Board of Supervisors to assume responsibility for managing the intercity paratransit service/taxi scrip program. This transition includes the transfer of local Transit Development Act (TDA) funds dedicated by the County of Solano and the County's five transit operators through a Memorandum of Understanding (MOU) approved in 2013 to fund the service. STA is preparing to transition the program from the County at the beginning of February 2015 and is requesting the STA Board authorize the STA to claim \$537,645 in County TDA (\$332,645) and local transit operator TDA (\$205,000) dollars to fund this service for FY 2014-15. Based on a recent discussion with County staff, STA will claim the funds for the entire fiscal year and then reimburse the County for their program costs incurred during the first half of the fiscal year. These funds will also cover the County's contract with Faith in Action for their volunteer driver program "Ride With Pride" for the current fiscal year.

**Matching Funds for Napa Vine Route 21 \***

For the past eighteen months, STA has partnered with the Napa County Transportation and Planning Agency (NCTPA) to fund Vine 21 that provides intercity transit service along SR 12 Jameson Canyon between the cities of Napa, Fairfield and Suisun City. The ridership for Vine 21 has gradually increased since the start of service in July of 2013 and has experienced a 33% increase in ridership from year one (FY 2013-14) to year two (first half of FY 2014-15). A community level marketing of the service to Fairfield and Suisun City residents, including a "Try Vine 21" incentive, is scheduled to take place in February 2015.

**SNCI Program Update**

The staffing of the Transportation Info Depot at the historic Suisun City/Fairfield Amtrak Station has completed its second month. 479 individuals dropped by the Depot in December requesting information which is up from 321 in November. The most popular requests are related to Capitol Corridor/Amtrak, Greyhound, SNCI Trip Planning, Transit Questions, and Clipper.

SNCI's Vanpool Program is recovering in December and January from a slow start this fiscal year due to recent staff turnover. Three new vanpools have been started in both December and January increasing the number of new vanpools to nine with 110 passengers. SNCI's Bicycle Incentive Program, known as "Bucks for Bikes" had 32 participants in 2014, up from 26 in 2013. The Emergency Ride Home Program had 22 new employers register to participate with 69 of their employees signing up to participate, and 48 total rides taken in 2014. STA's SNCI staff is currently maintaining transit information at 151 display locations throughout Solano and Napa counties

Attachment:

- A. STA Acronyms List of Transportation Terms (Updated June 2014)

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<b>A</b>		ITIP	Interregional Transportation Improvement Program
ABAG	Association of Bay Area Governments	ITS	Intelligent Transportation System
ATP	Active Transportation Program	<b>J</b>	
ACTC	Alameda County Transportation Commission	JARC	Jobs Access Reverse Commute Program
ADA	American Disabilities Act	JPA	Joint Powers Agreement
AVA	Abandoned Vehicle Abatement	<b>L</b>	
APDE	Advanced Project Development Element (STIP)	LATIP	Local Area Transportation Improvement Program
AQMD	Air Quality Management District	LEV	Low Emission Vehicle
ARRA	American Recovery and Reinvestment Act	LIFT	Low Income Flexible Transportation Program
<b>B</b>		LOS	Level of Service
BAAQMD	Bay Area Air Quality Management District	LS&R	Local Streets & Roads
BABC	Bay Area Bicycle Coalition	<b>M</b>	
BAC	Bicycle Advisory Committee	MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century
BART	Bay Area Rapid Transit	MIS	Major Investment Study
BATA	Bay Area Toll Authority	MOU	Memorandum of Understanding
BCDC	Bay Conservation & Development Commission	MPO	Metropolitan Planning Organization
BT&H	Business, Transportation & Housing Agency	MTC	Metropolitan Transportation Commission
<b>C</b>		MTS	Metropolitan Transportation System
CAF	Clean Air Funds	<b>N</b>	
CALTRANS	California Department of Transportation	NCTPA	Napa County Transportation & Planning Agency
CARB	California Air Resources Board	NEPA	National Environmental Policy Act
CCCC (4'Cs)	City County Coordinating Council	NHS	National Highway System
CCCTA (3CTA)	Central Contra Costa Transit Authority	NOP	Notice of Preparation
CCJPA	Capitol Corridor Joint Powers Authority	<b>O</b>	
CCTA	Contra Costa Transportation Authority	OBAG	One Bay Area Grant
CEQA	California Environmental Quality Act	OTS	Office of Traffic Safety
CHP	California Highway Patrol	<b>P</b>	
CIP	Capital Improvement Program	PAC	Pedestrian Advisory Committee
CMA	Congestion Management Agency	PCC	Paratransit Coordinating Council
CMIA	Corridor Mobility Improvement Account	PCRCP	Planning & Congestion Relief Program
CMAQ	Congestion Mitigation & Air Quality Program	PCA	Priority Conservation Study
CMP	Congestion Management Plan	PDS	Project Development Support
CNG	Compressed Natural Gas	PDA	Priority Development Area
CTC	California Transportation Commission	PDT	Project Delivery Team
<b>D</b>		PDWG	Project Delivery Working Group
DBE	Disadvantaged Business Enterprise	PMP	Pavement Management Program
DOT	Department of Transportation	PMS	Pavement Management System
<b>E</b>		PNR	Park & Ride
ECMAQ	Eastern Solano Congestion Mitigation Air Quality Program	PPM	Planning, Programming & Monitoring
EIR	Environmental Impact Report	PPP (P3)	Public Private Partnership
EIS	Environmental Impact Statement	PS&E	Plans, Specifications & Estimate
EPA	Environmental Protection Agency	PSR	Project Study Report
EV	Electric Vehicle	PTA	Public Transportation Account
<b>F</b>		PTAC	Partnership Technical Advisory Committee (MTC)
FAST	Fairfield and Suisun Transit	<b>R</b>	
FEIR	Final Environmental Impact Report	RABA	Revenue Alignment Budget Authority
FHWA	Federal Highway Administration	RBWG	Regional Bicycle Working Group
FPI	Freeway Performance Initiative	RFP	Request for Proposal
FTA	Federal Transit Administration	RFQ	Request for Qualification
<b>G</b>		RM 2	Regional Measure 2 (Bridge Toll)
GHG	Greenhouse Gas	RPC	Regional Pedestrian Committee
GIS	Geographic Information System	RRP	Regional Rideshare Program
<b>H</b>		RTEP	Regional Transit Expansion Policy
HIP	Housing Incentive Program	RTIF	Regional Transportation Impact Fee
HOT	High Occupancy Toll	RTP	Regional Transportation Plan
HOV	High Occupancy Vehicle	RTIP	Regional Transportation Improvement Program
<b>I</b>		RTPA	Regional Transportation Planning Agency
ISTEA	Intermodal Surface Transportation Efficiency Act		

ZEV                      Zero Emission Vehicle

**S**

SACOG	Sacramento Area Council of Governments
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equality Act-a Legacy for Users
SCS	Sustainable Community Strategy
SCTA	Sonoma County Transportation Authority
SFCTA	San Francisco County Transportation Authority
SJCOG	San Joaquin Council of Governments
SHOPP	State Highway Operations & Protection Program
SMAQMD	Sacramento Metropolitan Air Quality Management District
SMCCAG	San Mateo City-County Association of Governments
SNCI	Solano Napa Commuter Information
SoHip	Solano Highway Improvement Plan
SoTrans	South County Transit
SOV	Single Occupant Vehicle
SP&R	State Planning & Research
SR	State Route
SR2S	Safe Routes to School
SR2T	Safe Routes to Transit
STAF	State Transit Assistance Fund
STA	Solano Transportation Authority
STIP	State Transportation Improvement Program
STP	Federal Surface Transportation Program

**T**

TAC	Technical Advisory Committee
TAM	Transportation Authority of Marin
TAZ	Transportation Analysis Zone
TCI	Transportation Capital Improvement
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Transportation Congestion Relief Program
TDA	Transportation Development Act
TDM	Transportation Demand Management
TE	Transportation Enhancement
TEA-21	Transportation Efficiency Act for the 21 <sup>st</sup> Century
TFCA	Transportation Funds for Clean Air
TIF	Transportation Investment Fund
TIGER	Transportation Investment Generating Economic Recovery
TIP	Transportation Improvement Program
TLC	Transportation for Livable Communities
TMA	Transportation Management Association
TMP	Transportation Management Plan
TMS	Transportation Management System
TOD	Transportation Operations Systems
TOS	Traffic Operation System
T-Plus	Transportation Planning and Land Use Solutions
TRAC	Trails Advisory Committee
TSM	Transportation System Management

**U, V, W, Y, & Z**

UZA	Urbanized Area
VHD	Vehicle Hours of Delay
VMT	Vehicle Miles Traveled
VTA	Valley Transportation Authority (Santa Clara)
W2W	Welfare to Work
WCCTAC	West Costa County Transportation Advisory Committee
WETA	Water Emergency Transportation Authority
YCTD	Yolo County Transit District
YSAQMD	Yolo/Solano Air Quality Management District



**SOLANO TRANSPORTATION AUTHORITY**  
**Board Minutes for Meeting of**  
**December 10, 2014**

**1. CALL TO ORDER**

Chair Davis called the regular meeting to order at 6:05 p.m. A quorum was confirmed.

**MEMBERS**

**PRESENT:** Osby Davis, Chair City of Vallejo  
Elizabeth Patterson, Vice-Chair City of Benicia  
Jack Batchelor City of Dixon  
Harry Price City of Fairfield  
Norman Richardson City of Rio Vista  
Pete Sanchez City of Suisun City  
Len Augustine City of Vacaville  
*Board Member Augustine was sworn in after approval of the agenda.*  
Jim Spering County of Solano

**MEMBERS**

**ABSENT:** None.

**STAFF**

**PRESENT:** Daryl K. Halls Executive Director  
Bernadette Curry Legal Counsel  
Janet Adams Deputy Exec. Director/Dir. of Projects  
Robert Macaulay Director of Planning  
Johanna Masiclat Clerk of the Board/Office Manager  
Susan Furtado Accounting & Administrative Svc. Manager  
Judy Leaks Program Manager – SNCI & SR2S  
Liz Niedziela Transit Manager  
Robert Guerrero Project Manager  
Sarah Fitzgerald Program Services Administrator – SR2S  
Anthony Adams Project Assistant  
Andrew Hart Associate Planner  
Tiffany Gephart Transit Mobility Coordinator  
Christiana Johnson Customer Service Representative

**ALSO PRESENT: (In alphabetical order by last name.)**

Mona Babauta Solano County Transit (SolTrans)  
Anthony Bruzzone ARUP  
Amanda Dum City of Suisun City  
Steve Hartwig City of Vacaville  
Wayne Lewis FAST  
Jim McElroy McElroy Transit  
Brian McLean Vacaville City Coach

**2. CONFIRM QUORUM/STATEMENT OF CONFLICT**

A quorum was confirmed by the Clerk of the Board. There was no Statement of Conflict declared at this time.

**3. APPROVAL OF AGENDA**

On a motion by Board Member Price, and a second by Board Member Batchelor, the STA Board approved the agenda. (7 Ayes)

**4. SWEARING-IN OF NEW STA BOARD MEMBER**

- **Mayor Len Augustine**  
Member representing the City of Vacaville

**5. OPPORTUNITY FOR PUBLIC COMMENT**

None presented.

**6. EXECUTIVE DIRECTOR'S REPORT**

- November Election Results in Return of Current and Former Board Members
- STA's 2015 Legislative Priorities and Platform
- Contract Amendment for State Legislative Advocacy Services
- STA Annual Audit for FY 2013-14
- Intercity Transit Corridor Service Plan Recommendation Subject of Board Workshop
- RTIF Nexus Report Amendment to Add Green Valley Overpass Project
- Five Solano Employers Dominate 2014 Commute Challenge Results
- Solano County Commuters Find Assistance at Transportation Info Depot
- STA Staff Update

**7. REPORT FROM THE METROPOLITAN TRANSPORTATION COMMISSION (MTC)**

None presented.

**8. REPORT FROM STA**

**A. Directors Reports**

**1. Planning**

**2. Projects**

**3. Transit/Rideshare**

**9. CONSENT CALENDAR**

On a motion by Vice Chair Patterson, and a second by Board Member Sanchez, the STA Board approved Consent Calendar Items A through J as follows:

- Item A, (7 Ayes, 1 Abstention from Board Member Augustine)
- Items B through J (8 Ayes)

**A. Minutes of the STA Board Meeting of October 8, 2014**

Recommendation:

Approve STA Board Meeting Minutes of October 8, 2014.

**B. Draft Minutes of the TAC Meeting of November 19, 2014**

Recommendation:

Approve Draft TAC Meeting Minutes of November 19, 2014.

**C. Fiscal Year (FY) 2013-14 Fourth Quarter Budget Report**

Recommendation:

Receive and file.

**D. Fiscal Year (FY) 2014-15 First Quarter Budget Report**

Recommendation:

Receive and file.

**E. Letters of Support for Federal Transit Administration (FTA) Section 5310 Funding for Solano Mobility Management Programs**

Recommendation:

Approve the following:

1. Authorize the Chair to forward a Letter of Support to Caltrans in Support of the Solano Transportation Authority's funding application for FTA Section 5310 for Solano Mobility Management Programs;
2. Authorize the Executive Director to submit an application for FTA Section 5310 for the Solano Mobility Management Program;
3. Approve STA Resolution No. 2014-27 as shown in Attachment A; and
4. Authorize the Executive Director to execute a contact or agreement with Caltrans for FTA Section 5310 funding for the Solano Mobility Management Program including submitting and approving request for reimbursement of funds as stated in Authorizing STA Resolution No. 2014- 27 (Attachment A).

**F. Federal Transit Administration (FTA) Non-Urbanized Area Program (FTA Section 5311) Revised Recommendation**

Recommendation:

Approve Federal Section 5311 Allocation for 2014 and 2015 in the amount of \$409,092 as spe Attachment C.

**G. Resolutions for Transportation Development Act (TDA) Article 3 – Dixon West B Street Undercrossing Project and Automated Counters**

Adopt the following:

1. STA Resolution No. 2014-28 declaring the approval of the expenditure of TDA Article 3 funds for the following projects:
  - a. \$90,000 of FY 2014-15 TDA Article 3 funds for bicycle and pedestrian improvements to be completed as part of the Dixon West B Street Undercrossing Project; and
  - b. \$10,000 of FY 2014-15 TDA Article 3 funds for the purchase of automated bike and pedestrian counters.
2. STA Resolution No. 2014-30 rescinding previous resolution 2014-18 and approving the updated coordinated claim.

**H. Contract Amendment for State Legislative Advocacy Services**

Recommendation:

Approve the following:

1. Authorize the Executive Director to execute a contract amendment to the State Lobbying Consultant Services Agreement with Shaw/Yoder/Antwih, Inc. for a two-year term in an amount not-to-exceed \$66,500 annually; and
2. Authorize the Executive Director to enter into an agreement with SolTrans to reimburse STA \$20,000 annually for state lobbying consultant services provided by Shaw/Yoder/Antwih, Inc.

**I. Dixon West B Street Pedestrian Undercrossing - Contract Amendment Construction Management Services**

Recommendation:

Authorize the Executive Director to amend contract with Parsons Brinckerhoff for an additional \$47,925 to complete construction management services needed during construction; as well as closeout the project to allow for final invoicing to Caltrans.

**J. Regional Transportation Impact Fee (RTIF): Nexus Report Amendment**

Recommendation:

Approve the following:

1. Regional Transportation Impact Fee (RTIF) Supplemental Nexus Analysis for the Green Valley Overcrossing Project; and
2. Authorize the Executive Director to forward a letter to the County of Solano to amend the RTIF and PFF to include the Green Valley Overcrossing Project.

**10. ACTION – FINANCIAL ITEMS**

**A. STA's Annual Audit for Fiscal Year (FY) 2013-14**

Susan Furtado presented STA's Annual Audit for FY 2013-14. She reported that for the ninth consecutive year, the STA has received an unqualified audit report. Susan Furtado acknowledged the hard work of her Accounting Technician, Judy Kowalsky, who, on a yearly basis, contributes to the success of the STA's unqualified audit report.

**Public Comments:**

None presented.

**Board Comments:**

None presented.

Recommendation:

Receive and file STA's Annual Audit for FY 2013-14.

On a motion by Board Member Spring, and a second by Board Member Price, the STA Board unanimously approved the recommendations. (8 Ayes)

**B. Authorization for Sale of Surplus Property**

Janet Adams provided the current status of the Surplus Property Sale. She stated that in 2013 the STA purchased a 7.69 acre parcel located at 3630 Ritchie Road in order for PG&E to relocate a gas valve lot. She stated that in October 2014, the STA Board adopted a Resolution of Intention to sell the Property at the minimum bid amount of \$1,142,000.

**Public Comments:**

None presented.

**Board Comments:**

Vice Chair Patterson asked if there were any state, local or county buildings on the property. Mrs. Adams replied that the lot was completely vacant empty site.

Recommendation:

Adopt STA Resolution No. 2014-29 authorizing the sale of the remainder of the former Green Valley Middle School site to Pacific Coast Supply, LLC as the highest responsible bidder, in accordance with the attached Purchase and Sale Agreement, for the purchase price of \$1,142,000 (4/5<sup>th</sup> vote required).

On a motion by Vice Chair Patterson, and a second by Board Member Price, the STA Board unanimously approved the recommendations. (8 Ayes)

**C. Intercity Transit Corridor Study – Public Input Process, Selection of Preferred Service Alternative, and Authorization of Initiation of Phase 2 of Study**

Jim McElroy commented that a presentation and discussion regarding the Intercity Transit Corridor Study was conducted at a STA Board workshop scheduled prior to the STA Board meeting on December 10, 2014.

**Public Comments:**

None presented.

**Board Comments:**

None presented.

Recommendation:

Approve the following:

1. The public review and input process for Phase 2 as specified:
  - a. Forward the Phase 1 results to each of the affected Cities and the County including the three service options assessed and Option B as the service option recommended for Phase 2;
2. Authorize the Executive Director to develop and issue a Request for Proposal (RFP) for consultant services for the Transit Corridor Study Phase 2 and the Coordinated SRTP; and
3. Authorize the Executive Director to enter into an agreement in an amount not to exceed \$275,000 for Transit Corridor Study Phase 2 and Coordinated SRTP.

On a motion by Board Member Spring, and a second Vice Chair Patterson, STA Board unanimously approved the recommendations. (8 Ayes)

**11. ACTION – NON-FINANCIAL ITEMS**

**A. STA’s Draft 2015 Legislative Priorities and Platform**

Jayne Bauer noted that STA's State Legislative Lobbyist, Josh Shaw (Shaw, Yoder, Antwih), provided a state legislative wrap up of the 2014 legislative year and a preview of the 2015 legislative session. She also noted that staff updated the STA's Draft 2015 Legislative Priorities and Platform based on comments received from the STA Board and from the STA TAC and Transit Consortium in preparation for the 2015 Legislative Session. Susan Lent (Akin & Gump), STA's Federal Lobbyist, is scheduled to visit the STA Board at our January 2015 meeting in preparation for our efforts back in Washington, DC.

**Public Comments:**

None presented.





DATE: December 29, 2014  
TO: STA Board  
FROM: Susan Furtado, Accounting & Administrative Services Manager  
RE: STA Employee 2015 Benefit Summary Update

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**Background:**

The STA's Benefit Summary is annually updated to reflect changes to the health benefit premium effective the first of January, the holiday schedule for the new calendar year, and other employee benefit changes.

**Discussion:**

The approved budget for Fiscal Year (FY) 2014-15, which includes the STA's Employees Health Benefit Cost, reflected an anticipated premium rate increase of 12%. The California Public Employees' Retirement System (CalPERS) provides and administers STA's health benefit program. The Kaiser Premium Rate is used as a benchmark by STA; should an employee choose a health care provider with a higher premium rate, then the employee is responsible for the premium cost above the benchmark. Effective January 1, 2015, the Kaiser Premium Rate is reduced by 4%. This rate change will result in a estimated budget cost reduction of \$19,174 (7%) for the STA's Health Benefits Budget for FY 2014-15 (Attachment A).

STA contracts with the City of Vacaville to provide and administer the STA's self insured Dental, Vision, Life Insurance, and the Long Term Disability (LTD) insurance plans. No rates and plans changes are made to these benefits.

Under the new Public Employees' Pension Reform Act of 2013 (PEPRA), new hires fall under two categories: "Classic" and "New". New hires in the category of "Classic" would be entitled to be covered under CalPERS retirement plan and receive benefits under the 2% @ 55 retirement benefit formula. Under the category of "New", the new hire would be covered under the 2% @ 62 retirement benefit formula with a 50% member contribution. The STA's contribution rate for FY 2014-15 under the "New" category is 6.25% of reportable compensation.

STA staff is covered under the CalPERS State-wide pool of 2% @55 Miscellaneous Retirement Plan. For the "Classic" category, the STA's Employer Contribution Rate for FY 2014-15 is 12.357%. The STA pays seven percent (7%) of CalPERS Employee Contribution Rate to CalPERS, making the STA's total CalPERS contribution of 19.357%.

In conformance with the new pension reform provisions effective January 1, 2013, the Public Agencies Retirement System (PARS) plan is closed to new hires. This plan currently has eleven (11) active participants and two (2) retirees. The ten other STA fulltime employees fall under the "new" employer category.

In addition, STA Employees have the option to enroll in the 457 Deferred Compensation Plan with Nationwide Retirement Solutions. For employees hired into a regular fulltime category and classified as “New” under the Tier 3 Retirement Benefit plan, STA will contribute a matching contribution up to a maximum of three (3) percent. STA currently has eleven (11) “Classic” and ten (10) “New” employee categories.

The holiday schedule is updated annually on a calendar basis. This calendar provides for holidays when the STA office will be closed for business. No change is made on the number of paid holiday benefits (Attachment B).

**Fiscal Impact:**

The Kaiser Health Premium rate for 2015 resulted in a budget reduction of \$19,174 (7%) for FY 2014-15 Budget for Health Benefit.

**Recommendation:**

Receive and file.

Attachments:

A. Employee Benefit Summary January 2015

B. Holiday Schedule 2015



## Employee Benefit Summary January 1, 2015

### **TERM**

This summary shall remain in effect until amended by STA Board action or mandated by law.

### **SALARY**

Salary schedule – Attachment A. Revised 7/1/2014.

### **AT-WILL EMPLOYMENT** (Policy #102)

Employees shall be considered as at-will employees and may be terminated at anytime by the Executive Director.

### **WORKWEEK** (Policy #210/211)

The workweek shall be forty (40) hours per week for all employees. Overtime will be granted at time and one-half for all hours worked in excess of the normal workweek. In accordance with the Fair Labor Standards Act (FLSA),

Compensatory time may be granted in lieu of pay at the employee's request and the Executive director's approval. The Executive Director established a flexible work schedules (9-day Alternate Work Schedule) in order to meet the needs of the agency and the employee's job responsibilities. An employee may elect, by so stating, in writing, on the appropriate time card, a preference to earn compensatory overtime in lieu of overtime pay. An employee may accumulate up to a maximum of sixty (60) hours of compensatory time. Those hours reflect forty (40) hours of straight time worked. An employee who has reached the maximum balance shall be paid overtime until such time that the accrual is below the stated ceiling. A supervisor or the Executive Director must approve overtime in advance.

### **RETIREMENT** (Policy #301)

In conformance with the new pension reform provisions, The California Public Employees' Pension Reform Act of 2013 (PEPRA), the following are STA's retirement benefit plan:

#### ***Tier 1 Benefits - Employees hired on or before 12/31/12***

##### *PERS Retirement Plan*

Employees are covered under the Public Employees Retirement System (PERS) in accordance with benefits under the Public Employee's Pension Reform Act of 2013 (PEPRA). STA shall pay seven percent (7%) of PERS Employee Contribution Rate to PERS. General benefits include the following:

- Section 21354 – 2% @ Age 55 Full Formula for Local Miscellaneous Members
- Section 20037 – Three-Year Final Compensation
- Section 21329 – 2% Annual Cost of Living Adjustment
- Section 21620 – \$500 Retired Death Benefit
- Section 21573 – Third Level of 1959 Survivor Benefits
- Section 20055 – Prior Service Credit
- Section 21551 – Death Benefit Continuation
- Section 20965 – Credit for Unused Sick Leave
- Section 21024 – Military Service Credit as Public Service
- Section 21022 – Public Service Credit for Periods of Layoff
- Section 21548 – Pre-Retirement Optional Settlement 2 Death Benefit

The employee is responsible for paying the \$2.00 contribution for the 1959 Survivor Benefits.

##### ***PARS SUPPLEMENTAL RETIREMENT PLAN***

Effective July 1, 2011, STA Employees are also covered under a supplemental retirement plan under the Public Agency Retirement System (PARS). The employee shall contribute a total of 2.0% of salary and STA shall contribute the employer share to be determined by actuarial. Employees meeting eligibility requirements shall receive benefits equivalent to 2.7% @ Age 55 when combined with PERS. See Plan Summary for details. In conformance with the new pension reform provisions, this plan is closed to new hires effective January 1, 2013.

***Tier 2 Benefits - Employees hired on or after 1/1/13 and deemed "CLASSIC" member  
(Prior PERS/reciprocal employment with less than a six (6) month break in service)***

***PERS RETIREMENT PLAN***

Employees are covered under the Public Employees Retirement System (PERS) in accordance with benefits under the Public Employee's Pension Reform Act of 2013 (PEPRA). Solano Transportation Authority (STA) shall pay seven percent (7%) of PERS Employee Contribution Rate to PERS. General benefits may include the following:

- Section 21354 – 2% @ Age 55 Full Formula for Local Miscellaneous Members
- Section 20037 – Three-Year Final Compensation
- Section 21329 – 2% Annual Cost of Living Adjustment
- Section 21620 – \$500 Retired Death Benefit
- Section 21573 – Third Level of 1959 Survivor Benefits
- Section 20055 – Prior Service Credit
- Section 21551 – Death Benefit Continuation
- Section 20965 – Credit for Unused Sick Leave
- Section 21024 – Military Service Credit as Public Service
- Section 21022 – Public Service Credit for Periods of Layoff
- Section 21548 – Pre-Retirement Optional Settlement 2 Death Benefit

The employee is responsible for paying the \$2.00 contribution for the 1959 Survivor Benefits.

***Tier 3 Benefits - Employees hired on or after 1/1/13 and deemed "NEW" member  
(No Prior PERS/reciprocal employment or more than a six (6) month break in service)***

***PERS RETIREMENT PLAN***

Employees are covered under the Public Employees Retirement System (PERS) in accordance with benefits under the Public Employee's Pension Reform Act of 2013 (PEPRA). Under Section 7522.30, Solano Transportation Authority (STA) and the employee shall pay 6.25% each as the PERS Contribution Rate to PERS for FY 2013-14. General benefits may include the following:

- Section 7522.20 – 2% @ Age 62 Benefit Formula for Non-Safety Members
- Section 7522.32 – Three-Year Final Compensation
- Section 7522.30 – Equal Sharing of Normal Cost
- Section 21329 – 2% Annual Cost of Living Adjustment
- Section 21620 – \$500 Retired Death Benefit
- Section 21573 – Third Level of 1959 Survivor Benefits
- Section 20055 – Prior Service Credit
- Section 21551 – Death Benefit Continuation
- Section 21027 – Military Service Credit for Retired Persons
- Section 20965 – Credit for Unused Sick Leave
- Section 21024 – Military Service Credit as Public Service
- Section 21022 – Public Service Credit for Periods of Layoff
- Section 21548 – Pre-Retirement Optional Settlement 2 Death Benefit

The employee is responsible for paying the \$2.00 contribution for the 1959 Survivor Benefits.

***All Employees***

***457 DEFERRED COMPENSATION PROGRAM (Optional)***

STA Employees have the option to enroll in the 457 Deferred Compensation Plan with Nationwide Retirement Solutions. The deferred compensation plan is 100% Employee contributions. For employees hired into a regular fulltime category and classified as "New" under the Tier 3 Retirement Benefit plan, STA will contribute a matching contribution up to a maximum three (3) percent into the deferred compensation plan on behalf of the employee.

***SOCIAL SECURITY***

Effective July 1, 1997, fulltime employees will no longer be covered under Social Security; however the Medicare portion will remain in effect. The employer and the employee shall contribute the mandatory 1.45% each.

**HEALTH & WELFARE (Policy #302)**

STA will contribute an amount for employee plus family towards health, dental, vision, life and long term disability insurance. Employees are responsible for amounts that exceed the maximum amount. Employees who can provide proof of other insurance coverage may elect to receive cash in lieu of the STA's health and dental coverage.

Employees electing to decline the health coverage will receive \$350 per month and for dental coverage \$50 per month, for a maximum total of \$400 per month, if both Health and Dental benefit are declined.

**HEALTH INSURANCE**

STA shall contribute an amount equal to the PERS Kaiser Bay Area rate. Premium contributions shall be based on the number of eligible dependents under the age of 26 enrolled on the employee’s plan. Beginning January 1, 2015, the premiums for the health plan benefit are as follows:

Employee Only	\$ 714.45
Employee Plus One Dependent	\$1,428.90
Employee Plus Two or More	\$1,857.57

**DENTAL INSURANCE**

STA shall contribute an amount based on the employee’s number of eligible dependents. The amounts as of 01/01/15 are as follows:

Employee Only	\$ 53.57
Employee Plus One Dependent	\$ 91.07
Employee Plus Two or More	\$139.29

**VISION INSURANCE**

STA shall contribute an amount based on the employee’s number of eligible dependents. The amounts as of 01/01/15 are as follows:

Employee Only	\$ 5.39
Employee Plus One Dependent	\$10.78
Employee Plus Two or More	\$17.35

**LIFE INSURANCE**

STA provides a monthly premium of \$7.50 sufficient to maintain \$50,000 basic life insurance.

**LONG TERM DISABILITY**

STA will provide an LTD plan to cover all employees. The plan includes a 30 day waiting period, and pays 60% of the first \$3,333 of earnings, 5 year + ADEA maximum benefit period.

**HOLIDAYS** (Policy #304)

Paid holidays include the following:

New Year’s Day	Veteran’s Day
Martin Luther King’s Birthday	Thanksgiving Day
President’s Birthday	Day after Thanksgiving Day
Memorial Day	4 Hours Christmas Eve*
Independence Day	Christmas Day
Labor Day	4 Hours New Year’s Eve*
Columbus Day	

Three floating holidays shall be credited July 1<sup>st</sup> of each year to the employee’s vacation balance. \*If Christmas Eve and New Year’s Eve falls on a Friday, Saturday or Sunday an additional eight (8) hours of vacation shall be credited on July 1<sup>st</sup>. Employees hired between July and December shall receive credit for three floating holidays and Christmas Eve and New Year’s Eve, if applicable. Employees hired between January and June shall receive credit for two floating holiday.

**VACATION** (Policy #305)

Vacation is accrued monthly in accordance to the following schedule for full-time employees:

<b>Years of Service</b>	<b>Annual Entitlement</b>	<b>Annual Vacation Hours</b>	<b>Maximum Balance</b>
0 through 5 years	10 working days	80	320
5+ through 10	15 working days	120	320
11 years	16 working days	128	320
12 years	17 working days	136	320
13 years	18 working days	144	320
14 years	19 working days	152	320
15+ years	20 working days	160	320

**SICK LEAVE** (Policy #306)

Regular full-time employees accrue 12 days sick leave per year. Sick leave may be accrued up to ninety (90) working days, or 720 hours. The minimum sick leave taken at any one time shall not be less than one (1) hour. Employees may be required to provide a doctor’s note for absences more than three days in length, more than five days in any 30-day period, or on a day adjacent to a holiday weekend.

**SICK LEAVE BUYBACK** (Policy #306)

Upon Service retirement –25% may be paid to the employee for the remaining sick leave balance.

Employees are eligible to participate in an annual cash-out program. Employees with at least 30 days (240 hours) of accrued but unused sick leave who used less than 4 days (32 hours) of 12 days (96 hours) earned in the fiscal year, can elect to receive 50% in cash of the unused portion earned, in excess of 30 days. Eligible employees electing to participate shall be paid in July of every year.

**BEREAVEMENT LEAVE** (Policy #307)

A maximum of three (3) consecutive days in California or five (5) consecutive days outside California to attend funeral of employee’s spouse, child, parent, brother, sister, grandparent, mother or father-in-law, or household dependent or relative.

**MILEAGE ALLOWANCE/REIMBURSEMENT** (Policy #310)

The Executive Director shall receive a monthly mileage allowance of \$500 per month. The Deputy Executive Director/Director for Projects shall receive a monthly mileage allowance of \$400 per month and the Director for Planning shall receive a monthly mileage allowance of \$200 per month. STA staff uses the standard Internal Revenue Service (IRS) mileage rate for travel reimbursement.

**COMMUTER TRANSIT INCENTIVE** (Policy #310)

STA offers financial incentive for employees using a commute alternative mode limited to: trains, buses, vanpool, and ferry. Employees who can provide proof of their monthly commute cost and use of any transit mode of transportation can receive up to \$75 per month travel incentive.

In addition to the above, STA shall comply with all employment regulations mandated by state and federal laws.

The benefits listed above are Board approved policy. Additional information can be found in the Human Resources Policy manual or may be supplemented by administrative guidelines issued by the Executive Director.

**\*\*\*THIS DOCUMENT IS INTENDED AS A GUIDE ONLY. FOR SPECIFIC INFORMATION PLEASE REFER TO BOARD APPROVED HUMAN RESOURCES POLICIES AND PROCEDURES, ETC. OR CONTACT SOLANO TRANSPORTATION AUTHORITY (707) 424-6075\*\*\*\*\***



**Salary Range Schedule**  
**FY 2014-15**  
**Effective July 1, 2014**

<b>Job Title</b>	<b>FLSA Status</b>	<b>Position Code</b>	<b>Salary Range</b>	
			<b>Minimum Monthly</b>	<b>Maximum Monthly</b>
Accounting & Administrative Services Manager	E	91020	\$7,038	- \$8,555
Accounting Technician	N	91016	\$4,170	- \$5,068
Administrative Assistant I	N	91014	\$3,151	- \$3,831
Administrative Assistant II	N	92006	\$3,547	- \$4,311
Administrative Clerk	N	91035	\$2,753	- \$3,347
Assistant Program Manager*	N	91028	\$5,122	- \$6,226
Assistant Project Manager*	N	91028	\$5,122	- \$6,226
Associate Planner	N	91004	\$5,122	- \$6,226
Clerk of the Board/Office Manager	E	91025	\$6,702	- \$8,147
Commute Consultant I	N	91012	\$3,475	- \$4,223
Commute Consultant II	N	91011	\$4,170	- \$5,068
Deputy Executive Director/Director for Projects	E	91007	\$12,020	- \$14,577
Director for Planning	E	91008	\$10,384	- \$13,254
Director of Transit and Rideshare Services*	E	91022	\$8,849	- \$10,756
Executive Director	E	90001	\$13,005	- \$15,780
Marketing and Legislative Program Manager	E	91021	\$5,809	- \$7,413
Planning Assistant	N	91019	\$4,170	- \$5,068
Program Coordinator	N	91012	\$3,475	- \$4,223
Program Services Administrator	E	91034	\$5,809	- \$7,060
Program Services Division Manager	E	91017	\$6,702	- \$8,147
Project Assistant	N	91019	\$4,170	- \$5,068
Project Engineer*	E	91033	\$8,300	- \$10,090
Project Manager	E	91030	\$5,809	- \$7,413
Senior Planner*	E	91027	\$5,809	- \$7,413
Transit Mobility Coordinator	N	91031	\$4,170	- \$5,068
Transit Program Manager	E	91029	\$6,702	- \$8,147
Customer Service Representative (PT)	N	92015	\$15/hr	- \$22/hr
Program Coordinator (PT)	N	92005	\$20.05/hr	- \$24.36/hr

\*Non-Budgeted for FY 2014-15



**HOLIDAY SCHEDULE 2015**

Thursday	January 1	New Year's Day
Monday	January 19	Dr. Martin Luther King's Birthday
Monday	February 16	Presidents' Day
Monday	May 25	Memorial Day
Friday	July 3	Independence Day
Monday	September 7	Labor Day
Monday	October 12	Columbus Day
Wednesday	November 11	Veterans' Day
Thursday	November 26	Thanksgiving Day
Friday	November 27	Friday After Thanksgiving Day
Thursday	December 24	Christmas Eve – Half Day
Friday	December 25	Christmas Day
Thursday	December 31	New Year's Eve – Half Day

**Please Note:**

Three floating holidays shall be credited July 1<sup>st</sup> of each year to the employee's vacation balance. **\*If Christmas Eve and New Year's Eve falls on a Saturday or Sunday an additional eight (8) hours of vacation shall be credited on July 1<sup>st</sup>.** Employees hired between July and December shall receive credit for three floating holidays and Christmas Eve and New Year's Eve, if applicable. Employees hired between January and June shall receive credit for two floating holiday.



DATE: December 29, 2014  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Renewal of Membership with Solano Economic Development Corporation (EDC) for 2015

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**Background:**

The Solano Economic Development Corporation (Solano EDC) is a unique public-private partnership focused on improving Solano County’s economic vitality and climate, and on attracting and retaining major employers. Many of the county’s major employers, six of the seven cities and Solano County are members. In 2003, Solano EDC modified its name from SEDCORP to Solano EDC to better promote Solano County and has expanded its efforts to focus on the marketing of Solano County. Historically, Solano EDC has partnered with STA on key issues such as the Advisory Measure F in 1998, Measure E in 2002, Measure A in 2004, Measure H in 2006, advocating for the restoration of Proposition 42 funding through the passage of Proposition 1A, and for the passage of infrastructure bonds for transportation by supporting the passage of Propositions 1A and 1B.

The STA has been a member of Solano EDC since 1996 and has actively partnered in the past on a variety of issues related to infrastructure and economic vitality. Prior to 2003, the STA participated at the Member-Investor level of \$2,500, which provided access to all of Solano EDC’s resources, but did not provide representation on its Board of Directors. In recognition of the importance of the public and private partnership (STA/Solano EDC) and the number of transportation projects and plans that will help shape, preserve, and expand the economic vitality of Solano County, the STA Board approved renewing STA’s Solano EDC membership at the Executive Member-“Stakeholders” level of \$5,000 in Fiscal Year (FY) 2003-04 to provide the STA with representation on Solano EDC’s key decision-making body, its Board of Directors. In addition, the STA Board appointed STA Board Member Jim Spering to represent the STA on the Board of Directors for Solano EDC. At the request of Solano EDC staff, the STA’s Executive Director was also added to the Solano EDC’s Board of Directors.

In FY 2009-10, STA increased its membership to \$7,500 as part of EDC’s capital campaign.

**Discussion:**

The STA’s enhanced presence and participation has improved the communication and information sharing between the Solano EDC Board and staff and the STA. The last five years, the Solano EDC staff joined the STA Board at their annual lobbying trips to Sacramento and Washington, D.C to help provide a business perspective. In addition, the STA and Solano EDC partnered with the City County Coordinating Council and the Solano County Board of Supervisors in the development of a countywide economic indicators index. EDC staff also serves on the Regional Transportation Impact Fee (RTIF)

Stakeholders Committee. In 2011, the STA and Solano EDC entered into a partnership for Solano EDC to conduct an economic analysis and evaluation of the State Route (SR) 12 Corridor. In 2012-13, STA partnered with Solano EDC to conduct a feasibility assessment of SR 12/Church and Solano EDC worked with Rio Vista to help obtain a RuDAT grant that will help the city plan its economic future through the Rio Vision process. In 2014, SolanoEDC helped the County of Solano facilitate the “Moving Solano Forward” Study which includes an emphasis on improved mobility and economic opportunity on the I-80 corridor.

Staff recommends the STA renew its annual membership with Solano EDC at the \$7,500 Board Member Premier level to maintain the STA’s support for the Solano EDC, partnership with Solano County’s business community and to continue our representation on its Board of Directors.

**Fiscal Impact:**

The fiscal impact would be \$7,500 and has been budgeted as part of the STA’s Board expenditures section of the Administration Budget for FY 2014-15.

**Recommendation:**

Approve the renewal of STA’s membership with the Solano Economic Development Corporation (Solano EDC) at the Premier Member “Chairman’s Circle” level of \$7,500 for Calendar Year 2015.

Attachment:

- A. Solano EDC’s Renewal Notice/Invoice

**Solano EDC**

360 Campus Lane, Suite 102  
 Fairfield, CA 94534  
 (707) 864-1855

**Invoice**

DATE	INVOICE #
11/17/2014	MBR-3261

BILL TO
Solano Transportation Authority One Harbor Center, Suite 130 Suisun City, CA 94585



TERMS
Due on Receipt

DESCRIPTION	AMOUNT
Solano EDC Annual Investment 2015 Chairman's Circle Member	7,500.00
<b>Total</b>	
	\$7,500.00

We Appreciate Your Support! Thank You for Your Investment in Solano County.



November 17, 2014

Mr. Daryl Halls  
Solano Transportation Authority  
One Harbor Center, Suite 130  
Suisun City, CA 94585-2003



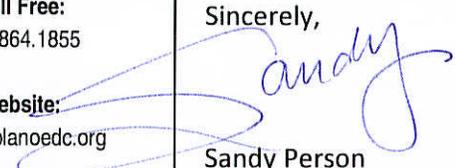
Dear Daryl:

On behalf of the Solano EDC Board of Directors I would once again like to express how very grateful we are for your ongoing membership and support. Your investment has enabled Solano EDC to successfully lead new economic development initiatives and further Solano County's economic vitality. We're proud of what were able to do and we could not have done it without you:

- Strategic and emergent companies like to locate in communities with a strong vision and pro-business climate. Our collaborative ties with local, regional and state organizations assures Solano is recognized as a strategic location for the growth industries of the 21<sup>st</sup> century. 2014 included numerous new Solano company locations and expansions including: ICON Aircraft Inc., Guala Closures, Blu Homes, Superior Farms and HM Clause.
- Our retention program to support existing business and industry provides business assistance resources and incentives offered by our public and private partners. In addition, we continue to explore how to enhance competitiveness and encourage business growth. We completed the first phase of the Moving Solano Forward initiative to expand and diversify our economic base.
- The new Advocacy Committee has been engaged in critical state and regional issues to ensure that public policy invigorates (not impairs) the local business climate, protects and expands the local workforce, strengthens the educational system, and grows the total market value of all goods and services produced in Solano County.
- Our well attended membership events have provided our members the opportunity to hear from respected panelists on key issues and to meet both private and public officials committed to Solano County's economic health.

Thankfully our economy continues to grow and build! With the help of your continued membership in 2015, we look forward to expanding on the wave of optimism as we continue to strengthen core partnerships and to develop new ideas and opportunities that will increase economic activity, entrepreneurship and job generation for Solano County. Our partnership and mutual commitment to excellence will provide the foundation for success in the New Year.

Sincerely,

  
Sandy Person  
President

**Sandy Person**  
President  
sandy@solanoedc.org

**Patricia Uhrich**  
Office Manager  
pat@solanoedc.org

**J. Paul Harrington**  
Project Manager  
Solano Energy Watch  
jpaul@solanoedc.org

**Address:**  
360 Campus Lane, Suite 102  
Fairfield, CA 94534

**Phone:**  
707.864.1855

**Fax:**  
707.864.6621

**Toll Free:**  
888.864.1855

**Website:**  
www.solanoedc.org



DATE: December 29, 2014  
TO: STA Board  
FROM: Susan Furtado, Accounting & Administrative Services Manager  
RE: Contract Amendment - STA's Financial Audit Services

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**Background:**

The Solano Transportation Authority (STA) is annually required to prepare an audited financial statement in accordance with Government Accounting Standards Board Statement Number 34 (GASB 34) and the Office of Management and Budget (OMB) Circular A-133. Effective June 30, 2015, the GASB 68 is a new financial reporting requirement for state and local governments that provide their employees with pension benefits

Vavrinek, Trine, Day (VTD) & Co, LLP, a Certified Public Accountant (CPA) firm from Palo Alto, California, is the auditing firm retained by the STA to perform the STA's annual financial reviews and funding compliance, appraise STA's accounting internal controls, and issue Single Audit Reports. VTD has extensive experience in conducting governmental audits with concentration in transit program and activities in accordance with GASB 34, 67 and 68, the provisions of the Single Audit Act Amendments of 1996, and the OMB Circular A-133.

**Discussion:**

The Vavrinek, Trine, Day (VTD) & Co, LLP is in their 5<sup>th</sup> year of contract for auditing services with the STA. With the new financial reporting requirement of the GASB 68 and STA's recent program changes, the STA staff has evaluated its audit services and is proposing to retain VTD's auditing services for additional two fiscal years, Fiscal Year (FY) 2014-15 and FY 2015-16.

The Vavrinek, Trine, Day (VTD) & Co, LLP contract with the STA is in the amount of \$80,000, with the proposed additional two (2) years contract amendment of \$35,500, their contract will have the maximum contract amount of One Hundred Fifteen Thousand Five Hundred (\$115,500). The financial audit services fee will be \$17,500 for the audit year ending June 30, 2015 and \$18,000 for audit year ending June 30, 2016. The audit fee cost for FY 2014-15 is included in the approved budget.

**Fiscal Impact:**

The fiscal impact for the professional audit services for the additional two-year contract is \$35,500 for FY 2014-15 and FY 2015-16.

**Recommendation:**

Authorize the Executive Director to execute a contract amendment to Vavrinek, Trine, Day & Company, LLP for a two-year term for the amount not-to-exceed \$35,500.

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DATE: January 5, 2015  
TO: STA Board  
FROM: Janet Adams, Deputy Executive Director/Director of Projects  
RE: Contract Amendment - Technology System Integration for the I-80 Eastbound Cordelia Truck Scales Relocation Project

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**Background:**

STA is the lead for the Final Design [Plans, Specifications and Estimate (PS&E)] and Right-of-Way (R/W) engineering for the I-80 Eastbound Cordelia Truck Scales Relocation Project. In spring 2008, STA retained HDR Engineering, Inc. (HDR) to provide Final Design and R/W engineering services, including coordinating utility relocations and demolition of facilities. In February 2010, STA retained Intelligent Imaging Systems Inc. (IIS) to provide the Technology System Integration design and equipment for this new truck scales facility.

**Discussion:**

Under contract to STA, Intelligent Imaging Systems Inc. (IIS) provided the technology system integration design and has completed the installation of the technology system for the new I-80 EB Cordelia Truck Scales Facility. Now that the construction contract and technology system installation is in the final stages, it is an appropriate time to evaluate the level of effort required to complete the technology system integration and equipment component of the project. As such, STA staff is recommending the Board approve a contract amendment for IIS in a not-to-exceed amount of \$40,600 to cover final design and installation services and two years of extended maintenance for the technology system.

**Fiscal Impact:**

The I-80 Eastbound Cordelia Truck Scales Relocation project is being funded with bridge toll funds.

**Recommendation:**

Approve a contract amendment for IIS in a not-to-exceed amount of \$40,600 to cover technology system integration design and equipment installation and two years of extended maintenance for the technology system for the I-80 Eastbound Cordelia Truck Scales Relocation Project.

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DATE: January 5, 2015  
TO: STA Board  
FROM: Janet Adams, Deputy Executive Director/Director of Projects  
RE: Contract Amendment – Project Management Services for the I-80/I-680/State Route (SR) 12 Interchange Complex

---

**Background:**

Since 2001, STA staff has been working with project consultants, Caltrans and the Federal Highway Administration (FHWA) to complete improvements to the I-80/I-680/SR 12 Interchange Complex. In order to advance improvements to the Interchange in a timely fashion, four separate projects were identified for delivery including the I-80 High Occupancy Vehicle (HOV) Lanes Project, the North Connector Project, the I-80 Eastbound Truck Scales Relocation Project and the I-80/I-680/SR 12 Interchange Project.

The I-80 HOV Lanes Project has been completed, the North Connector (east portion) Project has been completed (with the exception of the mitigation monitoring), the I-80 Eastbound Cordelia Truck Scales Relocation Project is in the process of being closed out and the Environmental Impact Statement/Environmental Impact Report (EIS/EIR) for the I-80/I-680/SR 12 Interchange – Phase 1 project (subject of this staff report) was approved in December 2012. With the initial construction package of this Project currently under construction.

**Discussion:**

As mentioned above, the EIS/EIR for the I-80/I-680/SR 12 Interchange Project was approved in December 2012.

The I-80/I-680/SR 12 Interchange Project is proceeding into the implementation stage, with the project currently planned to be implemented through 7 individual construction packages. Construction Packages 1-3 are currently being implemented, with the status shown below. The mitigation sites for the Project are also under construction. The other I-80/I-680/SR 12 Interchange related project, is the Suisun Valley Watershed Study.

- *Initial Construction Package (ICP) or Construction Package 1* (\$100M) – Project construction is currently underway. Right-of-Way (R/W) acquisition activities are ongoing and the effort to transfer R/W to Caltrans has been initiated. Construction monitoring is on-going.
- *Construction Package 2* (\$54M) – Project is currently moving through the final design phase. Coordination and design plans for utility relocations are currently underway.
- *Construction Package 3* (\$147M) – Project is currently moving through the detailed preliminary engineering phase.
- *Mitigation Sites* (\$13M) – Project mitigation sites are currently being implemented and are under construction. R/W acquisition activities are ongoing.

PDM Group Inc. was retained in February 2012 by the STA to provide project management services for the I-80/I-680/SR12 Interchange Complex for an initial two year period with the option for a two-year extension. Due to the complexity and necessary time commitments to manage all the efforts associated with the Interchange Complex, staff is recommending the Board approve a contract amendment for PDM Group Inc. in a not-to-exceed amount of \$556,000 to continue to provide project management services, and extend the term of the contract to February 2017. The work effort expected over the next two years include:

- *I-80/I-680/SR 12 Interchange Complex financial management* – PDM will evaluate and manage the overall budget. This includes the forecasted costs as recommendations for priority work in the mega project.
- *Initial Construction Package (ICP) or Construction Package 1 (\$100M)* – Project construction is currently underway. Right-of-Way (R/W) acquisition activities are ongoing and the effort to transfer R/W to Caltrans has been initiated. PDM will continue to oversee the construction activities and participate in conflict resolution associated with the construction. PDM will also continue to work on the processes with Caltrans to transfer the STA acquired right-of-way to them. This includes following through with the commitments made to the property owners in the acquisition process. Additionally, the utility agreements with PG&E, AT&T and the local water utilities are not closed out and required focused effort in the financial follow-up and field close-out.
- *Construction Package 2 (\$54M)* – Project is currently moving through the final design phase. PDM will continue to coordinate with Caltrans, the City of Fairfield and the County during the final design. PDM will manage the environmental re-evaluations will be required due to design changes required by FHWA and Caltrans on this specific package. Further, PDM will prepare for initial utility relocations that are desired prior to the advancement of local development in the direct area of this package.
- *Construction Package 3 (\$147M)* – Project is currently moving through the detailed preliminary engineering phase. PDM will continue to manage this design and coordination and reviews with Caltrans and the City of Fairfield.
- *Mitigation Sites (\$13M)* – Project mitigation sites are currently being implemented and are under construction. PDM will continue to manage the implementation of these mitigation sites. The implementation includes adherence to the permitting requirements, contractual requirements with the mitigation providers (including payment releases from escrow), insuring adherence to the requirements of milestones to meet the success criteria of the sites, implementation of real property rights for the sites.

**Fiscal Impact:**

Project management services for the I-80/I-680/SR12 Interchange project will be funded with bridge toll funds.

**Recommendation:**

Approve a contract amendment for the PDM Group Inc. in the not-to-exceed amount of \$556,000, to cover project management services for the I-80/I-680/SR 12 Interchange Complex and extend the term of the contract to February 2017.

Attachment:

- A. Letter from PDM Group Inc. dated December 31, 2014.



DATE: January 7, 2015  
TO: STA Board  
FROM: Liz Niedziela, Transit Program Manager  
RE: Transportation Development Act (TDA) Matrix Revision – Intercity Taxi Scrip Program and Faith in Action

---

**Background:**

The Transportation Development Act (TDA) was enacted in 1971 by the California Legislature to ensure a continuing statewide commitment to public transportation. This law imposes a one-quarter-cent tax on retail sales within each county for this purpose. Proceeds are returned to counties based upon the amount of taxes collected, and are apportioned within the county based on population. To obtain TDA funds, local jurisdictions must submit requests to regional transportation agencies that review the claims for consistency with TDA requirements. Solano County agencies submit TDA claims to the Metropolitan Transportation Commission (MTC), the Regional Transportation Planning Agency (RTPA) for the nine Bay Area counties.

TDA funds are shared among agencies to fund joint services such as SolanoExpress intercity bus routes and Intercity Taxi Scrip Program. To clarify how the TDA funds are to be allocated each year among the local agencies and to identify the purpose of the funds, the STA works with the transit operators and prepares an annual TDA matrix. The TDA matrix is approved by the STA Board and submitted to MTC to provide MTC guidance when reviewing individual TDA claims. The TDA matrix for FY 2014-15 was approved by the STA Board on October 8, 2014.

**Intercity Paratransit/Taxi Scrip MOU**

On July 12, 2013, the Solano Transportation Authority (STA), the five local transit agencies, and Solano County entered into a Memorandum of Understanding (MOU) to fund a new Countywide taxi-based intercity paratransit service. The service provide trips from city to city, for the current ambulatory and proposed non-ambulatory ADA-eligible riders and has been identified as an ADA Plus service. Originally, the City of Vacaville was the lead agency for this service when it was initiated in February 2010 following the dissolution of Solano Paratransit in 2009. Vacaville transferred the lead role to the County in July 2013. Solano County has been the lead agency coordinating on behalf of the cities in preparing to solicit proposals from contractors to provide Countywide taxi-based intercity paratransit service.

On June 11, 2014, based on the request letter from County of Solano's Department of Resource Management on behalf of the Solano County Board of Supervisors, the STA Board accepted responsibility for managing the intercity paratransit service on behalf of the seven cities and the County.

**Discussion:**

STA is in the process of executing an agreement for a Project Manager for the intercity paratransit service. It is anticipated that the consultant will begin work in January 2015. As part of the transition, STA needs to file a TDA claim to fund the intercity taxi program and Faith in Action activities for FY 2014-15. Following STA Board approval, STA staff would submit a TDA claim to MTC based on the Revised FY2014-15 TDA Matrix (Attachment A) for \$537,645.

**Fiscal Impact:**

For the intercity taxi scrip program, STA will claim \$537,645 which is the amount budgeted through the MOU for the full year to be funded by local TDA. This includes \$205,000 in contributions from the local cities per the TDA Matrix, and \$332,645 from Solano County's TDA revenue for FY 2014-15.

**Recommendation:**

Approve the Revised FY 2014-15 Solano TDA Matrix – January 2015 as shown in Attachment A authorizing the claiming of local TDA funds by STA for the Intercity Taxi Scrip Program and Faith in Action as prepared in Attachment B.

Attachments:

- A. Revised FY 2014-15 Solano TDA Matrix – January 2015
- B. STA Resolution No. 2014-17

7-Jan-15

FY 2014-15

AGENCY	TDA Est from MTC, 2/26/14	Projected Carryover 2/26/14	Available for Allocation 2/26/14	FY2013-14 Allocations after 1/31/14	Paratransit		Local Transit					Intercity							Total	Balance						
					ADA Subsidized Taxi Phase I	Paratransit	Dixon Read-Ride	FAST	Rio Vista Delta Breeze	Vacaville City Coach	SolTrans	FAST	FAST	FAST	SolTrans	SolTrans	SolTrans	FAST			FAST	SolTrans				
												Rt 20	Rt 30	Rt 40	Rt. 78	Rt. 80	Rt 85	Rt. 90			Intercity Subtotal	Intercity Subtotal	STA Planning	Other Swaps	Transit Capital/Planning	
(1)	(1)	(1)	(1)	(2)	(1)	(3)	(4)	(4)	(6)	(7)	(8)															
Dixon	643,546	524,633	1,168,179	5,000	5,000	294,605						\$ 2,530	\$ 30,791	\$ 10,041	\$ 4,998	\$ (582)	\$ 7,424	\$ 11,695	\$ 55,057	\$ 11,840	\$ 17,566			8,421	\$ 397,489	770,690
Fairfield	3,774,523	1,498,668	5,273,191	40,000	40,000	1,380,568		1,569,893				\$ 79,035	\$ 41,940	\$ 127,681	\$ 32,944	\$ (8,252)	\$ 180,034	\$ 324,682	\$ 573,338	\$ 204,726	\$ 102,215			1,362,451	\$ 5,273,191	0
Rio Vista	265,072	349,274	614,346	72,405	5,000				393,903			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ 7,127			16,189	\$ 494,624	119,722
Suisun City	984,871	-7,932	976,939	0	0	184,607		499,123				\$ 14,460	\$ 6,588	\$ 43,912	\$ 9,838	\$ (2,837)	\$ 40,162	\$ 104,204	\$ 169,164	\$ 47,163	\$ 26,882	\$ 50,000			976,939	0
Vacaville	3,232,799	3,532,629	6,765,428	270,000	70,000	347,401				651,612		\$ 142,546	\$ 63,927	\$ 117,119	\$ 27,531	\$ (5,492)	\$ 45,500	\$ 111,672	\$ 435,264	\$ 67,540	\$ 88,487			740,000	\$ 2,670,305	4,095,123
Vallejo/Benicia (SolTrans)	5,032,663	93,251	5,125,914	85,000	85,000	804,198					1,203,892	\$ 30,287	\$ 32,734	\$ 35,095	\$ 454,142	\$ (41,830)	\$ 292,410	\$ 45,415	\$ 143,531	\$ 704,722	\$ 137,255			987,167	\$ 4,150,765	975,149
Solano County	660,883	1,025,533	1,686,416	358,000	332,645							\$ 17,563	\$ 10,531	\$ 22,062	\$ 33,771	\$ (7,366)	\$ 30,892	\$ 38,324	\$ 88,480	\$ 57,297	\$ 18,054				\$ 854,476	831,940
<b>Total</b>	<b>14,594,357</b>	<b>7,016,056</b>	<b>21,610,413</b>	<b>830,405</b>	<b>537,645</b>	<b>2,716,774</b>	<b>294,605</b>	<b>2,069,016</b>	<b>393,903</b>	<b>651,612</b>	<b>1,203,892</b>	<b>\$ 286,420</b>	<b>\$ 186,511</b>	<b>\$ 355,911</b>	<b>\$ 563,224</b>	<b>\$ (66,359)</b>	<b>\$ 596,422</b>	<b>635,993</b>	<b>\$ 1,464,835</b>	<b>\$ 1,093,287</b>	<b>\$ 397,586</b>	<b>\$ 50,000</b>	<b>\$ 3,114,228</b>	<b>\$ 14,817,788</b>	<b>6,792,625</b>	

NOTES:

Background colors on Rt. Headings denote operator of intercity route  
Background colors denote which jurisdiction is claiming funds

- (1) MTC February 26, 2014 Fund Estimate; Reso 4133; columns I, H, J
- (2) Claimant to be Solano Transportation Authority (STA).
- (3) Includes flex routes, paratransit, local subsidized taxi
- (4) Consistent with Intercity Transit Funding Agreement and FY2012-13 Reconciliation
- (5) Note not used.
- (6) Claimed by STA from all agencies per formula; STA memo to Consortium April 15, 2014.
- (7) To be claimed by STA for Suisun Amtrak station maintenance.
- (8) Transit Capital/Planning purchases include bus purchases, maintenance facilities, etc. and planning

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**RESOLUTION OF THE SOLANO TRANSPORTATION AUTHORITY AUTHORIZING THE FILING OF A CLAIM WITH THE METROPOLITAN TRANSPORTATION COMMISSION FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT FOR FY 2014-15**

**WHEREAS**, the Transportation Development Act (TDA), (Pub. Util. Code section 99200 et seq.), provides for the disbursement of funds from the Local Transportation Fund of the County of Solano for use by eligible claimants for the purpose of transit operations, paratransit operations, planning, administration, passenger rail service and capital projects; and

**WHEREAS**, pursuant to the provisions of the TDA, and pursuant to the applicable rules and regulations there under (21 Cal. Code of Regs. 6600 et seq.), a prospective claimant wishing to receive an allocation from the Local Transportation Fund shall file its claim with the Metropolitan Transportation Commission; and

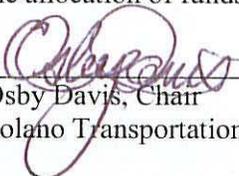
**WHEREAS**, TDA funds from the Local Transportation Fund of Solano County may be required by claimant in Fiscal Year 2014-15 for the purposes of transit operations, paratransit operations, planning, administration, passenger rail service and capital projects; and

**WHEREAS**, the Solano Transportation Authority is an eligible claimant for TDA pursuant to Public Utilities Code sections 99400, 99402, and 99313 as attested by the opinion of Solano Transportation Authority Legal Counsel; and

**WHEREAS**, a portion of the funds requested shall be used for operating and maintenance for the Suisun City AMTRAK station and for Solano County paratransit operations.

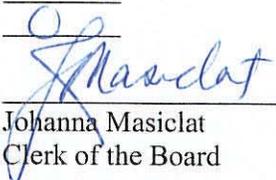
**NOW, THEREFORE, BE IT RESOLVED** that the Solano Transportation Authority Executive Director or his designee is authorized to execute and file an appropriated TDA claim together with all necessary supporting documents, with the Metropolitan Transportation Commission for an allocation of TDA monies in Fiscal Year 2014-15.

**BE IT FURTHER RESOLVED** that a copy of this resolution be transmitted to the Metropolitan Transportation Commission in conjunction with the filing of the claim; and the Metropolitan Transportation Commission be requested to grant the allocation of funds as specified herein.

  
\_\_\_\_\_  
Osby Davis, Chair  
Solano Transportation Authority

Passed by the Solano Transportation Authority (STA) Board on this 11<sup>th</sup> day of June 2014 by the following vote:

Ayes: 7  
Nos: 0  
Absent: 1  
Abstain: 0

Attest:   
\_\_\_\_\_  
Johanna Masiel  
Clerk of the Board

I, Daryl K. Halls, the Solano Transportation Authority Executive Director, do hereby certify that the above and foregoing resolution was regularly introduced, passed, and adopted by said Authority at a regular meeting thereof held this 11th day of June 2014.

  
\_\_\_\_\_  
Daryl K. Halls, Executive Director  
Solano Transportation Authority

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DATE: January 5, 2015  
TO: STA Board  
FROM: Janet Adams, Deputy Executive Director/Director of Projects  
RE: Conduct Public Hearing and Adopt Resolution of Necessity to Acquire Property by Eminent Domain, if necessary, for the Mitigation Site for the I-80/I-680/State Route 12 Interchange Project

---

**Background:**

STA has been actively working with State of California Department of Transportation (Caltrans), and the Federal Highway Administration (FHWA) to deliver the West Bound I-80/I-680/State Route 12 Connector and Green Valley Road Interchange Project. Caltrans is the California Environmental Quality Act/National Environmental Policy Act (CEQA/NEPA) lead for the FEIR/EIS for the Project. STA is the project sponsor and will be providing funding for construction of the Project and as such, is a Responsible Agency under CEQA for the Project. Caltrans approved the environmental document, Final Environmental Impact Report/Environmental Impact Statement (FEIR/EIS), for the Project in December 2012. STA approved the Final EIR for the West Bound I-80/I-680/State Route 12 Connector and Green Valley Road Interchange Project with STA Resolution No. 2012-18, in December 2012.

**Discussion:**

STA is making certain public improvements to develop real property in Solano County, California to serve as a mitigation site for the I-80/I-680/State Route 12 Interchange Project and to supply water to such property as required for such mitigation site (Project), and, in connection therewith, acquire interests in certain real property.

To construct the Project, two (2) Temporary Construction Easements (TCEs), and 2 fee acquisitions are required from 2 private property owners. Negotiations have been ongoing with the property owners for the past 9 months. STA has successfully negotiated the acquisition with 1 of the private property owners.

In order to construct the Project on schedule, it is important to obtain the needed property interests from the remaining property owner (Anderson, et al) by means of condemnation. As such, staff is recommending proceeding with acquisition of property from the remaining private property owner (Anderson, et al) through the eminent domain process at this time. Adoption of the attached Resolution of Necessity No. 2015-01 will allow the condemnation process to proceed (Attachment A). Despite proceeding with condemnation, staff will continue their efforts to try to reach amicable agreement with the remaining property owner (Anderson, et al).

It is recommended that the STA Board hold a public hearing regarding the proposed condemnation action. The affected property owner has been notified of the content, time and place of the public hearing as required by law. The scope of the public hearings, in accordance with Section 1245.235(c) and of the California Code of Civil Procedure Sections, should be limited to the following findings:

- (a) The public interest and necessity require the Project.
- (b) The Project is planned or located in the manner that will be most compatible with the greatest public good and the least private injury.
- (c) The property sought to be acquired is necessary for the Project.
- (d) That the offer required by section 7267.2 of the Government Code has been made to the owner or owners of record.

The amount of compensation for the property is not an issue that should be considered.

After closing the public hearing, it is recommended that the STA Board adopt the Resolution of Necessity to acquire the needed property by eminent domain, which makes the findings listed as (a) through (d) above. A 4/5 vote is required.

**Fiscal Impact:**

All right-of-way acquisition costs for the mitigation site for the I-80/I-680/State Route 12 Interchange Project will be funded with Bridge Toll funds.

**Recommendation:**

Conduct a public hearing and adopt the attached Resolution of Necessity No. 2015-01 (Attachment A) to acquire by eminent domain, if necessary, the property needed for the mitigation site for the I-80/I-680/State Route 12 Interchange Project.

A 4/5 vote is required.

Attachment:

- A. STA Resolution of Necessity No. 2015-01 (Anderson, et al)

RESOLUTION NO. 2015 - 01

**RESOLUTION OF NECESSITY AUTHORIZING THE CONDEMNATION OF PROPERTY FOR MITIGATION FOR THE I-80/I-680/STATE ROUTE 12 INTERCHANGE PROJECT [Anderson]**

**WHEREAS**, Solano Transportation Authority (“STA”) is making certain public improvements to develop real property in the City of Fairfield, Solano County, California to serve as a mitigation site for the I-80/I-680/State Route 12 Interchange Project and to supply water to such property as required for such mitigation (“Project”), a public project, and, in connection therewith, acquire interests in certain real property; and

**WHEREAS**, STA has approved the Final Environmental Impact Report for the Project with Resolution No. 2012-18 adopted in December 2012;

**RESOLVED**, by the Board of the STA, by a vote of four-fifths of its members, that:

1. STA intends to acquire interests in certain real property necessary for the Project pursuant to Government Code Sections 6500, *et seq.*, 25350.5 and 37350.5, the authority for which was delegated in Section 5 of the Amendment to the Joint Powers Agreement on the Organization and Functions of the Solano Transportation Authority, and Code of Civil Procedure sections 1240.320 – 1240.350.
2. The property to be acquired consists of the following property interests from the described parcels:

<u>Owner</u>	<u>Assessor's Parcel No.</u>	<u>Take</u>	<u>Type</u>
Mr. Arthur L. Anderson; Mr. Matthew T. Archer; Dunningan Farming Company, Inc.	0046-320-060 (Portion)	61,435 sq. ft.	Fee (with reserved easement)
Mr. Arthur L. Anderson; Mr. Matthew T. Archer; Dunningan Farming Company, Inc.	0046-320-060 (Portion)	4,248 sq. ft.	Temporary Construction Easement (East)

<u>Owner</u>	<u>Assessor's Parcel No.</u>	<u>Take</u>	<u>Type</u>
Mr. Arthur L. Anderson; Mr. Matthew T. Archer; Dunningan Farming Company, Inc.	0046-320-060 (Portion)	3,954 sq. ft.	Temporary Construction Easement (West)

The said property is more particularly described in Exhibits "A", attached to and incorporated in by this reference.

3. On November 25, 2014, notice of STA's intention to adopt a Resolution of Necessity for acquisition by eminent domain of the real property described in Exhibits A was sent to persons whose names appear on the last equalized County Assessment Roll as owners of said property. The notice specified January 14, 2015 at 6:00 p.m., in the STA Board Chambers at Suisun City Hall Council Chambers, 701 Civic Center Drive, Suisun City, California as the time and place for the hearing.
4. The hearing was held at that time and place, and all interested parties were given an opportunity to be heard and based upon the evidence presented to it, this Board finds, determines and hereby declares the following:
  - a. Public interest and necessity require the proposed Project.
  - b. The Project is planned and located in the manner that will be most compatible with the greatest public good and the least private injury.
  - c. The property sought to be acquired is necessary for the Project.
  - d. The offer of compensation required by Section 7267.2 of the Government Code has been made to the owner or owners of record.
6. The Counsel for STA or her designee is authorized and empowered:
  - a. To acquire in STA's name, by condemnation, the titles, easements and rights of way described above in and to said real property or interest therein, in accordance with the provisions for eminent domain in the Code of Civil Procedure and the Constitution of California.
  - b. To prepare and prosecute in STA's name such proceedings in the proper court as are necessary for such acquisition.
  - c. To deposit the probable amount of compensation, based on an appraisal, and to apply to said court for an order permitting STA to take immediate possession and use said real property for said public uses and purposes.

\_\_\_\_\_  
Osby Davis, Chair  
Solano Transportation Authority

Passed by the Solano Transportation Authority (STA) Board on this 14<sup>th</sup> day of January 2015,  
by the following vote:

AYES: \_\_\_\_\_  
NOS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAINED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Johanna Masiclat  
Clerk of the Board

I, Daryl K. Halls, the STA Executive Director, certify that the above and foregoing resolution was introduced, passed, and adopted by said Authority at a regular meeting thereof held this 14<sup>th</sup> day of January 2015.

\_\_\_\_\_  
Daryl K. Halls, Executive Director  
Solano Transportation Authority

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DATE: January 5, 2015  
TO: STA Board  
FROM: Bernadette Curry, STA Legal Counsel  
RE: Solano County Transit (SolTrans) Joint Powers Agreement (JPA) –  
Appointment of STA Ex-Officio Board Member

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**Background:**

In November, 2010, the Cities of Benicia and Vallejo, and the STA joined together to establish a Joint Powers Agreement creating Solano County Transit (“SolTrans”) in order to consolidate the transit services of Benicia and Vallejo. SolTrans governing board is comprised of five voting directors, two voting directors from both Benicia and Vallejo, the Solano County representative to the Metropolitan Transportation Commission, and one ex-officio, non-voting director appointed by the STA. Each director serves a term of two years and may serve any number of terms consistent with the appointment process of the director’s appointing governing body.

**Discussion:**

City of Fairfield Mayor Harry Price was the first ex-officio Board Member appointed by the STA Board in December of 2010. City of Suisun City Mayor Pete Sanchez was appointed in January of 2013 to serve until the end of December, 2014. Any member of the STA Board or a Board Alternate or a member of staff is eligible to be appointed by the STA Board. Staff recommends the appointee be from outside of Benicia or Vallejo to help provide a more countywide perspective to the SolTrans which operates three SolanoExpress routes and the regional transit facility at Curtola in Vallejo. Mayor Sanchez has indicated that he is interested in continuing to serve as STA representative on the SolTrans Board as the Ex-Officio member.

**Fiscal Impact:**

No fiscal impact.

**Recommendation:**

Appoint a STA Board Member to the SolTrans JPA Board as an Ex-Officio member for a two-year term expiring December 2016.

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DATE: January 6, 2015  
TO: STA Board  
FROM: Daryl K. Halls, Executive Director  
RE: Selection of 2015 STA Chair and Vice Chair

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**Background:**

The STA policy for selection of Board Chair and Vice-Chair is identified in the STA's Joint Powers Agreement and stipulates that, "the members of the Transportation Authority shall select a chairperson and a vice-chairperson for the Transportation Authority, each of whom shall serve one year terms." Historically, the selection of the STA's Chair and Vice-Chair has taken place at the discretion of the STA Board. In February 2000, the STA Board established a policy to rotate the annual selection of the Chair and Vice-Chair among the STA's eight member agencies. As part of the action, the Board reserved the flexibility to juggle the rotation if the prospective incoming Chair was a recently appointed member of the STA Board. The intent of this policy being to provide the new Board Member with the opportunity to accumulate at least one year of experience on the STA Board before assuming the role and expanded responsibilities of STA Board Chair.

When the policy was adopted, the rotation was scheduled to begin in calendar year 2003 after the current two Board Members on the 2001 Executive Committee had served their term as STA Chair (former Mayor of Rio Vista Marci Coglianesse and Solano County Supervisor John Silva). Beginning in 2003, the next Chair in the rotation would then come from the member agency whose representative had last served as STA Chair.

In 2000, then STA Chair Dan Donahue, former Council Member from the City of Vallejo, modified the membership of the STA's Executive Committee by inviting the outgoing Chair to remain on the Executive Committee with the new Chair, Vice-Chair and a fourth Board member, either the past chair or a Board member, scheduled to serve as Chair following the new Vice-Chair. In recent years, the STA Chair has opted to include Solano County's representative to the Metropolitan Transportation Commission (MTC), Supervisor Jim Sperring, on the Committee due to the important role MTC plays in determining funding for various transportation projects and programs. In order to comply with the Ralph M. Brown Act, a total of four members of the STA Board, one less than a quorum, are allowed to serve on the Executive Committee. This complement of past, current and prospective STA Chairs on the Executive Committee serves to provide a continuity of leadership and policy direction from the STA Board. The selection of the STA's Executive Committee remains at the discretion of the new STA Chair.

On September 12, 2007, the STA Board approved modifying the schedule for the rotation of the selection of Chair and Vice-Chair for 2008 based on the departure of STA's then Chair and Vice-Chair (Anthony Intintoli and Steve Messina), two months prior to the completion of their terms.

**Discussion:**

The current STA Chair is City of Vallejo Mayor Osby Davis and the current Vice-Chair is City of Benicia Mayor Elizabeth Patterson. Listed below is the revised schedule for rotation of STA Chair based on the STA Board policy:

<u>Year</u>	<u>Agency</u>
2015	Benicia
2016	Rio Vista
2017	Solano County
2018	Suisun City
2019	Fairfield
2020	Dixon
2021	Vacaville
2022	Vallejo

Following the Board Selection of the 2015 Chair and Vice-Chair at the January 14, 2015 meeting, the new Chair is then responsible for designating the Executive Committee for 2015 in preparation for the February 11, 2015 STA Board meeting.

**Recommendation:**

Approve the following:

1. Selection of the STA Chair for 2015 commencing with the STA Board Meeting of February 11, 2015;
2. Selection of the STA Vice-Chair for 2015 commencing with the STA Board Meeting of February 11, 2015; and
3. Request the new Chair designate the STA Executive Committee for 2015.



DATE: January 5, 2015  
TO: STA Board  
FROM: Janet Adams, Deputy Executive Director/Director of Projects  
RE: I-80 Express Lanes Project Implementation

---

**Background:**

Since 2010, STA staff has been working in partnership with MTC and Caltrans to implement the I-80 Express Lanes Project (Red Top Road to I-505). STA is taking the lead in moving forward with the Project Approval/Environmental Document (PA/ED Phase) and final design for the I-80 Express Lanes. Environmental clearance for the I-80 Express Lanes is being completed in one document, but depending on funding availability, a phased implementation strategy may be used, since the portion from Red Top Road to Airbase Parkway will be a conversion of existing High Occupancy Vehicle (HOV) Lanes to Express Lanes and the portion from Airbase Parkway to I-505 will be newly constructed Express Lanes.

**Discussion:**

The I-80 Express Lanes – Red Top Road to I-505 project is currently in the environmental phase and the Draft Environmental Document (DED) is expected to be circulated in the April 2015 time frame.

Now that the project is approaching this major milestone, the next step will be to proceed with detailed preliminary engineering and final design for the I-80 Express Lanes – Red Top Road to I-505 Project. As such, staff is requesting the Board authorize the Executive Director to issue a Request for Proposals (RFP) to select a consultant team to provide detailed preliminary engineering and final design for the I-80 Express Lanes – Red Top Road to I-505 project. The RFP would be structured to have the consultant provide detailed preliminary engineering and final design services for the entire I-80 Express Lanes – Red Top Road to I-505 project. However, initially the consultant would move forward with detailed preliminary engineering and final design for the I-80 Express Lanes - West Segment (Red Top Road to Airbase Parkway), since the funding is in place. Once funding becomes available for the I-80 Express Lanes - East Segment (Airbase Parkway to I-505), the same consultant would then move ahead with the design for this segment.

Funding for the I-80 Express Lanes - East Segment (Airbase Parkway to I-505) is not yet secured. It is estimated that \$16 million is needed to get this segment shelf ready for construction. Staff has been working with the Bay Area Infrastructure Financing Authority (BAIFA) to secure these additional funds, but this request is pending. BAIFA is a joint exercise of powers authority formed by the Metropolitan Transportation Commission for the purpose of planning, developing and funding transportation and related projects, including express lanes.

**Fiscal Impact:**

The I-80 Express Lanes - West Segment (Red Top Road to Airbase Parkway) project PS&E is being funded with bridge toll funds already allocated. The I-80 Express Lanes - East Segment (Airbase Parkway to I-505) is not yet funded, and will require further action by this Board and BAIFA.

**Recommendation:**

Approve the following:

1. Authorize the Executive Director to issue a Request for Proposals (RFP) to select a consultant team to provide detailed preliminary engineering and final design for the I-80 Express Lanes – Red Top Road to I-505 project;
2. Request BAIFA to allocate \$16 million of additional funds for the I-80 Express Lanes - East Segment (Airbase Parkway to I-505); and
3. The Local Preference Goal of 2% for RFP professional services.



DATE: January 6, 2015  
TO: STA Board  
FROM: Liz Niedziela, Transit Program Manager  
RE: State Route (SR) 12 (Jameson Canyon) Route 21 Bus Service Contribution

---

**Background:**

State Route (SR) 12 Jameson Canyon carries approximately 30,000 motorists, in either direction, between the southern Napa Valley and the Fairfield/Suisun Valley areas on a daily basis. Many of the motorists using this portion of SR 12 live in Solano County and work in Napa County. Traffic volumes, congestion and air emissions have continued to increase on this portion of SR 12. In 2014, STA, Napa County Transportation and Planning Agency and Caltrans completed the widening of SR 12 Jameson Canyon from I-80 in Solano to SR 29 in Napa which provides a safer corridor connecting the two counties. To assist in alleviating these issues, Solano Transportation Authority (STA) and Napa County Transportation and Planning Agency (NCTPA) co-sponsored a state grant application for bus service along SR 12 Jameson Canyon connecting the counties of Napa and Solano in 2013.

**Discussion:**

In July 2013, after receiving a Caltrans grant, NCTPA started operating VINE 21 Express Bus service between Downtown Napa, Fairfield Transportation Center and Suisun City Train Depot. This included both NCTPA and STA providing some matching funds in support of the grant. Prior to 2013, there was no transit service along this corridor. In January 2006, STA and NCTPA conducted a SR 12 Transit Study that identified the opportunity for transit service along this corridor. Fiscal Year (FY) 2013-14, the annual ridership was 10,667 passenger boardings. So far this FY 2014-15, there is a 33% ridership increase comparing July- November 2013 ridership to July – November 2014 ridership.

For FY 2013-14, STA provided a local match contribution of \$22,500. FY 2014-15, NCTPA is requesting a contribution of \$30,000 from STA to assist with the total estimated operating cost of \$184,321 (Attachment A). Staff is recommending to continue this service and the requested contribution of \$30,000.

**Fiscal Impact:**

The fiscal impact to STA is \$30,000. State Transit Assistance funds (STAF) has already been set aside as part of the STA's FY 2014-15 budget to cover the local match cost.

**Recommendation:**

Approve NCTPA funding request for \$30,000 to be used as a local match for the operation of Route 21 on State Route 12 Jameson Canyon between Cities of Napa, Fairfield, and Suisun City.

Attachment:

- A. NCTPA Request Letter for Route 21, dated January 6, 2015
- B. Napa-Solano Express VINE Route 21 Ridership

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625 Burnell Street • Napa, CA 94559-3420

Tel: (707) 259-8631

Fax: (707) 259-8638

January 6, 2015

Mr. Daryl Halls  
 Executive Director  
 Solano Transportation Authority  
 1 Harbor Center #130  
 Suisun City, CA 94585

Dear Daryl:

Since the summer of 2013 our agencies have been jointly funding the VINE 21 Express bus service between Downtown Napa, the Fairfield Transit Center and Suisun Train Depot. Last year, Solano Transportation Authority provided a \$22,500 subsidy. The total cost of to operate the route is \$184,321. Per our conversation, you've generously agreed to fund the service at \$30,000 in the current fiscal year. This letter is to formally request a contribution in the amount of \$30,000 towards operation of the route for fiscal year 2014-15.

Also, per your request, the ridership by month is summarized in table below.

Month	Passengers
July 2013	569
August 2013	761
September 2013	991
October 2013	983
November 2013	818
December 2013	726
January 2014	849
February 2014	995
March 2014	983
April 2014	1,136
May 2014	1,033
June 2014	822
July 2014	907
August 2014	1,113
September 2014	1,305
October 2014	1,227
November 2014	937



625 Burnell Street • Napa, CA 94559-3420

Tel: (707) 259-8631

Fax: (707) 259-8638

As indicated above, ridership on the route has been steady and growing and we appreciate your continued support.

We appreciate our continue partnership to improve transit services between Napa and Solano Counties.

Sincerely,

Kate Miller  
Executive Director



**Napa County Transportation  
and Planning Agency**

625 Burnell St.  
Napa, California 94559  
(707) 259-8631 fax (707) 259-8638

Invoice No. RT21.FY14-15

**INVOICE**

**Customer**

Name Solano Transportation Authority  
Address One Harbor Center, Suite 130  
City Suisun City State CA ZIP 94585  
Phone \_\_\_\_\_  
Attention: Daryl Halls

Date 11/21/2014  
Order No. \_\_\_\_\_  
Rep \_\_\_\_\_  
FOB \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
1	Intercity Bus Service for SR 12/Jameson Canyon VINE Route 21 Contribution FY14-15  <i>Payable upon Receipt</i>	\$ 30,000.00	\$ 30,000.00
		SubTotal	\$30,000.00
		Shipping & Handling	\$0.00
		Taxes State	
		<b>TOTAL</b>	<b>\$30,000.00</b>

Office Use Only  
41410-8300-8302009  
Program 13831

**Invoice is due upon receipt.  
Please make check payable to NCTPA and mail to:  
NCTPA, Department of Finance  
625 Burnell St.  
Napa CA 94559**

**Napa-Solano Express VINE Route 21 Ridership**

	2013-14	2014-15	Percentage Change
Jul	569	907	59%
Aug	761	1,113	46%
Sept	991	1,305	32%
Oct	983	1,227	25%
Nov	818	937	15%
Dec	726		
Jan	849		
Feb	995		
Mar	983		
Apri	1,136		
May	1,033		
Jun	822		
	10,666	5,489	

Jul-Nov 2014 shows a 33% ridership increase

**Farebox**                      **12.9%**                      **~17%**

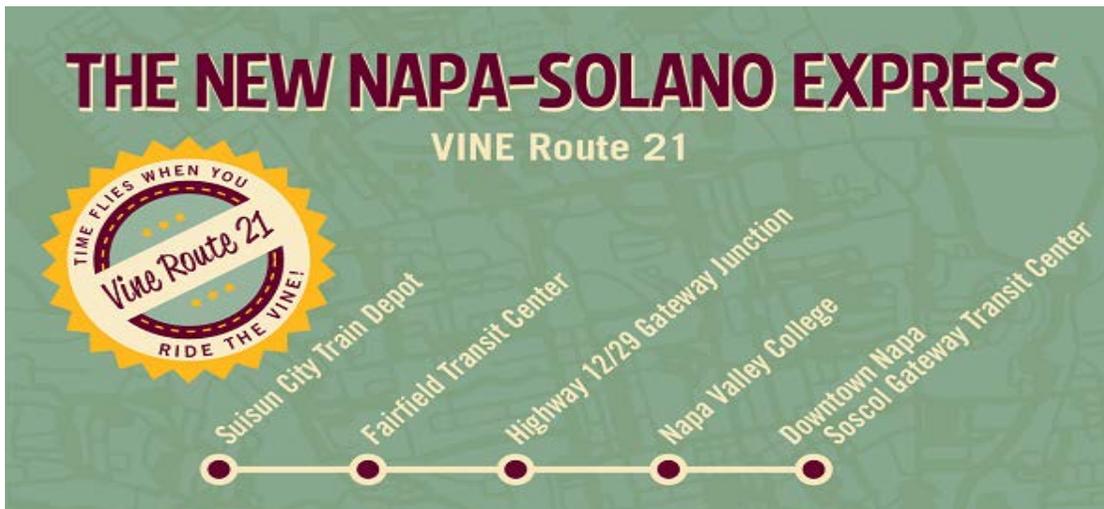
**Estimated Operating Cost for FY 2014-15**

Cost	Funding Source	Percentage
\$ 154,321	Federal 5311 (f)	83.7%
\$ 30,000	STAF Subsidy	16.3%
\$ 184,321	Total Cost	100%

**Napa-Solano Express VINE 21**

Operates 7 Roundtrips Monday through Friday

One Way Passenger Fare is \$3.00





DATE: December 30, 2014  
TO: SolanoExpress Transit Consortium  
FROM: Liz Niedziela, Transit Program Manager  
Mary Pryor, NWC Partners Consultant  
RE: Updated Intercity Bus Replacement Capital Plan

---

**Background:**

In 2013, the Intercity Transit Funding Working Group (Dixon Read-Ride, Fairfield and Suisun Transit (FAST), Solano County Transit, Vacaville City Coach, County of Solano and STA) met and jointly developed a plan for funding intercity bus replacements. The recommended plan was approved by the STA Board on March 13, 2013 (Attachment A). Under this plan, the STA will provide 20% of the funding, 20% of the funding has been requested from Metropolitan Transportation Commission (MTC) and the Transit Operators that are members of the Intercity Transit Funding Group will provide the remaining 60% of the funding.

In March 2013, STA send a letter to MTC requesting 20% of the Intercity Bus Replacement. At this time, STA has not yet received a funding commitment from MTC.

On May 14, 2014, the STA Board approved a funding plan for completing the Fairfield/Vacaville Intermodal Station project including a loan of funds that had been planned for use by the STA and Vacaville on Intercity Bus Replacements (Attachment B). Due to recent changes in the cost of the Intermodal Station project, only one of the two loans is necessary, the loan of Proposition 1B transit capital funds by STA.

In September 2014, STA requested additional information from the Consortium members regarding the status of funding their commitments. Since that time, STA has met with SolTrans and FAST staff to discuss and update their planned vehicle acquisition schedule and funding plans.

**Discussion:**

SolTrans has indicated that they plan to convert their current intercity bus fleet from diesel to Compressed Natural Gas (CNG). FAST is investigating converting to CNG as well. The previous versions of the Intercity Funding Plan had assumed that the replacement vehicles would be hybrid vehicles. The change to CNG technology results in overall savings of approximately \$4.2 million (or approximately \$150,000 per bus). Both SolTrans and FAST staff support this change.

SolTrans and FAST have both identified additional funding which will allow for the acquisition of more replacement vehicles in the near term (five vehicles versus three for both agencies).

The attached revised funding plan includes the following changes from the financial plan provided to the Consortium in September (Attachment C):

- Updated vehicle acquisition schedule

- Unit prices for CNG vehicles rather than hybrid vehicles
- Elimination of loan and repayment from Vacaville
- Inclusion of the loan and repayment from STA of Prop 1B funds
- Annual contribution amounts from Vacaville in lieu of loan
- Identified near-term funding from SolTrans and FAST

At the Consortium meeting on December 16, 2014, the members unanimously approved the Revised SolanoExpress Intercity Bus Replacement Funding Plan as specified in Attachment C. The TAC did not meet in December.

**Recommendation**

Approve the updated SolanoExpress Intercity Bus Replacement Funding Plan as specified in Attachment C.

Attachments:

- A. Intercity Bus Replacement Funding Plan Approved by STA Board March 13, 2013
- B. Intercity Bus Replacement Funding Plan with Loan Agreement dated May 14, 2014
- C. Revised Intercity Bus Replacement Funding Plan with CNG Vehicles and Accelerated Acquisitions dated December 3, 2014

# Solano County Intercity Bus Fleet Replacement Costs and Funding

Prepared by Nancy Whelan Consulting Feb 19, 2013

## Interim Funding Plan

### Scenario 2A: All Buses Replaced by FY 22-23, 60% Funding by Locals Using Intercity Funding Agreement Formula

Year of Replacement <sup>b</sup>	Funded		Funded <sup>a</sup>								Total
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23		
Total Buses to be Replaced	3		3	0	14	2	3	5	4	34	
FAST	1		2	0	2	2	3	5	4	19	
SolTrans	2		1		12					15	
Unit Cost -- 45 ft hybrid	\$ 931,730	\$ 961,330	\$ 980,556	\$ 1,000,167	\$ 1,020,171	\$ 1,040,574	\$ 1,061,386	\$ 1,082,613	\$ 1,104,266		
<b>Total Cost</b>	<b>\$ 2,795,190</b>	<b>\$ -</b>	<b>\$ 2,941,669</b>	<b>\$ -</b>	<b>\$ 14,282,389</b>	<b>\$ 2,081,148</b>	<b>\$ 3,184,157</b>	<b>\$ 5,413,066</b>	<b>\$ 4,417,062</b>	<b>\$ 35,114,681</b>	
<b>Funding</b>											
<b>Near Term: 6 Replacements</b>											
Federal Earmarks	\$ 1,260,000									\$ 1,260,000	
Prop 1B Lifeline	\$ 1,000,000									\$ 1,000,000	
Prop 1B Pop Base	\$ 535,190		\$ 2,360,202							\$ 2,895,392	
STAF			\$ 581,467							\$ 581,467	
<b>Longer Term: 28 Replacements</b>											
20% Funding from STA <sup>c</sup>				\$ -	\$ 2,856,478	\$ 416,230	\$ 636,831	\$ 1,082,613	\$ 883,412	\$ 5,875,565	
20% Funding from MTC <sup>d</sup> -- Proposed				\$ -	\$ 2,856,478	\$ 416,230	\$ 636,831	\$ 1,082,613	\$ 883,412	\$ 5,875,565	
60% Funding by Locals										\$ -	
Dixon	1.9%			\$ -	\$ 274,829	\$ 40,046	\$ 61,271	\$ 104,161	\$ 84,995	\$ 565,302	
FAST	24.3%			\$ -	\$ 3,469,568	\$ 505,566	\$ 773,515	\$ 1,314,976	\$ 1,073,021	\$ 7,136,647	
SolTrans	22.2%			\$ -	\$ 3,176,988	\$ 462,933	\$ 708,287	\$ 1,204,088	\$ 982,536	\$ 6,534,831	
Vacaville	11.0%			\$ -	\$ 1,569,955	\$ 228,765	\$ 350,010	\$ 595,017	\$ 485,534	\$ 3,229,282	
Unincorporated County	0.5%			\$ -	\$ 78,093	\$ 11,379	\$ 17,410	\$ 29,598	\$ 24,152	\$ 160,632	
<b>Total Funding</b>		<b>\$ 2,795,190</b>	<b>\$ -</b>	<b>\$ 2,941,669</b>	<b>\$ -</b>	<b>\$ 14,282,389</b>	<b>\$ 2,081,148</b>	<b>\$ 3,184,157</b>	<b>\$ 5,413,066</b>	<b>\$ 4,417,062</b>	<b>\$ 35,114,682</b>

#### Notes

- STA Board approved this funding on Feb 13, 2013.
- Year of replacement reflects the cash flow requirement; programming for these expenditures would be needed 2 years prior to the year of replacement.
- 20% Funding from STA - STA is committed to providing the local match for the Intercity SolanoExpress Bus Replacement from a combination and STAF and Prop 1B funds. Currently, STA has a reserve of STAF funds and will continue to build the reserve on an annual basis until the local match is met.
- Proposed MTC funding from bridge tolls or Sec. 5307

**DRAFT Solano County Intercity Bus Fleet Replacement Costs and Funding**

Prepared by Nancy Whelan Consulting May 14, 2014

**Interim Funding Plan Approved by STA Board in March 2013**

**With Fairfield Vacaville Train Station Loan Agreement**

**Scenario 2A: All Buses Replaced by FY 22-23, 60% Funding by Locals Using Intercity Funding Agreement Formula**

Year of Replacement <sup>b</sup>	Funded		Funded <sup>a</sup>								Total
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23		
Total Buses to be Replaced	3		3	0	14	2	3	5	4	34	
FAST	1		2	0	2	2	3	5	4	19	
SolTrans	2		1		12					15	
Unit Cost -- 45 ft hybrid	\$ 931,730	\$ 961,330	\$ 980,556	\$ 1,000,167	\$ 1,020,171	\$ 1,040,574	\$ 1,061,386	\$ 1,082,613	\$ 1,104,266		
<b>Total Cost</b>	<b>\$ 2,795,190</b>	<b>\$ -</b>	<b>\$ 2,941,669</b>	<b>\$ -</b>	<b>\$ 14,282,389</b>	<b>\$ 2,081,148</b>	<b>\$ 3,184,157</b>	<b>\$ 5,413,066</b>	<b>\$ 4,417,062</b>	<b>\$ 35,114,681</b>	
<b>Loan Proceeds/Funding for Train Station</b>	<b>\$ 4,259,000</b>									<b>\$ 4,259,000</b>	
<b>Funding</b>											
<b>Near Term: 6 Replacements</b>											
Federal Earmarks	\$ 1,260,000									\$ 1,260,000	
Prop 1B Lifeline	\$ 1,000,000									\$ 1,000,000	
Prop 1B Pop Base	\$ 535,190		\$ 2,360,202							\$ 2,895,392	
STAF			\$ 581,467							\$ 581,467	
<b>Longer Term: 28 Replacements</b>											
20% Funding from STA <sup>c,d</sup>				\$ -	\$ 1,597,478	\$ 416,230	\$ 636,831	\$ 1,082,613	\$ 883,412	\$ 4,616,565	
20% Funding from MTC <sup>e</sup> -- Proposed				\$ -	\$ 2,856,478	\$ 416,230	\$ 636,831	\$ 1,082,613	\$ 883,412	\$ 5,875,565	
60% Funding by Locals										\$ -	
Dixon	1.9%			\$ -	\$ 274,829	\$ 40,046	\$ 61,271	\$ 104,161	\$ 84,995	\$ 565,302	
FAST	24.3%			\$ -	\$ 3,469,568	\$ 505,566	\$ 773,515	\$ 1,314,976	\$ 1,073,021	\$ 7,136,647	
SolTrans	22.2%			\$ -	\$ 3,176,988	\$ 462,933	\$ 708,287	\$ 1,204,088	\$ 982,536	\$ 6,534,831	
Vacaville (Fairfield to pay)	11.0%			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 229,282	\$ 229,282	
Unincorporated County	0.5%			\$ -	\$ 78,093	\$ 11,379	\$ 17,410	\$ 29,598	\$ 24,152	\$ 160,632	
<b>Loan Funding</b>										\$ -	
Vacaville Loan <sup>f</sup>	\$ 3,000,000									\$ 3,000,000	
STA Loan of Prop 1B <sup>d</sup>	\$ 1,259,000									\$ 1,259,000	
Fairfield Loan Repayment to STA		\$ 851,800	\$ 851,800	\$ 851,800	\$ 851,800	\$ 851,800				\$ 4,259,000	
										\$ -	
<b>Total Funding</b>	<b>\$ 7,054,190</b>	<b>\$ 851,800</b>	<b>\$ 3,793,469</b>	<b>\$ 851,800</b>	<b>\$ 12,305,234</b>	<b>\$ 2,704,183</b>	<b>\$ 2,834,146</b>	<b>\$ 4,818,049</b>	<b>\$ 4,160,810</b>	<b>\$ 39,373,682</b>	

Notes

- a. STA Board approved this funding on Feb 13, 2013.
- b. Year of replacement reflects the cash flow requirement; programming for these expenditures would be needed 2 years prior to the year of replacement.
- c. 20% Funding from STA - STA is committed to providing the local match for the Intercity SolanoExpress Bus Replacement from a combination and STAF and Prop 1B funds. Currently, STA has a reserve of STAF funds and will continue to build the reserve on an annual basis until the local match is met.
- d. STA will loan \$1.259 m in Prop 1B funds for the Train Station project. Loan will be repaid by Fairfield to STA to meet the commitment to Intercity Bus Replacement.
- e. Proposed MTC funding from bridge tolls or Sec. 5307

**Solano County Intercity Bus Fleet Replacement Costs and Funding**

Prepared by NWC Partners, Dec. 3, 2014

**DRAFT**

**Based on Interim Funding Plan**

**Scenario 2A: All Buses Replaced by FY 22-23, 60% Funding by Locals Using Intercity Funding Agreement Formula**

**Assumes CNG Vehicles, 5 SolTrans Vehicles in FY16, 5 FAST vehicles in FY17**

Year of Replacement <sup>b</sup>		Funded		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total	
		FY 14-15	FY 15-16								FY 16-17
Total Buses to be Replaced		0	5	5	0	13	2	3	5	2	35
FAST		0	0	5	0	2		3	5	2	19
SolTrans		0	5	0		11					16
Unit Cost -- 45 ft CNG <sup>c</sup>		\$ 790,010	\$ 813,710	\$ 838,122	\$ 863,265	\$ 889,163	\$ 915,838	\$ 943,313	\$ 971,613	\$ 1,000,761	
Vehicle Cost		\$ -	\$ 4,068,552	\$ 4,190,608	\$ -	\$ 11,559,122	\$ 1,831,676	\$ 2,829,940	\$ 4,858,063	\$ 2,001,522	\$ 31,339,483
<b>Funding</b>											
<b>Near Term: 6 Replacements</b>											
Federal Earmarks			\$ 1,260,000								\$ 1,260,000
Prop 1B Lifeline			\$ 1,000,000								\$ 1,000,000
Prop 1B Pop Base			\$ 535,190	\$ 2,360,202							\$ 2,895,392
STAF				\$ 581,467							\$ 581,467
<b>Longer Term: 28 Replacements</b>											
20% Funding from STA <sup>d</sup>					\$ -	\$ 1,630,754	\$ 114,411	\$ 565,988	\$ 971,613	\$ 400,304	\$ 3,683,070
Fairfield Train Station Loan Repayment <sup>e</sup>			\$ 251,925	\$ 251,925	\$ 251,925	\$ 251,925	\$ 251,925				\$ 1,259,623
20% Funding from MTC <sup>f</sup> -- Proposed					\$ -	\$ 2,638,452	\$ 366,335	\$ 565,988	\$ 971,613	\$ 400,304	\$ 4,942,692
60% Funding by Locals											\$ -
Dixon	1.9%				\$ -	\$ 253,852	\$ 35,246	\$ 54,455	\$ 93,481	\$ 38,514	\$ 475,549
FAST <sup>g</sup>	24.3%			\$ 1,248,939	\$ -	\$ 1,955,808	\$ 444,962	\$ 687,467	\$ 1,180,151	\$ 486,222	\$ 6,003,550
SolTrans <sup>h</sup>	22.2%		\$ 1,273,362		\$ -	\$ 2,550,300	\$ 407,440	\$ 629,494	\$ 1,080,632	\$ 445,220	\$ 6,386,449
Vacaville	11.0%				\$ -	\$ 1,450,125	\$ 201,342	\$ 311,074	\$ 534,010	\$ 220,012	\$ 2,716,564
Unincorporated County	0.5%				\$ -	\$ 72,132	\$ 10,015	\$ 15,474	\$ 26,563	\$ 10,944	\$ 135,128
<b>Total Bus Replacement Funding</b>		\$ -	\$ 4,320,476	\$ 4,442,533	\$ 251,925	\$ 10,803,348	\$ 1,831,676	\$ 2,829,940	\$ 4,858,063	\$ 2,001,522	\$ 31,339,483
<b>Annual Balance</b>		\$ -	\$ 251,925	\$ 251,925	\$ 251,925	\$ (755,774)	\$ -	\$ -	\$ -	\$ -	\$ 0
<b>Cumulative Balance</b>		\$ -	\$ 251,925	\$ 503,849	\$ 755,774	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Train Station Loan Funding Plan<sup>e</sup></b>											
STA Loan of Prop 1B		\$ 1,259,623									\$ 1,259,623
Fairfield Loan Repayment			\$ 251,925	\$ 251,925	\$ 251,925	\$ 251,925	\$ 251,925				\$ 1,259,623
<b>Cumulative Loan Balance</b>		\$ 1,259,623	\$ 1,007,698	\$ 755,774	\$ 503,849	\$ 251,925	\$ -	\$ -	\$ -	\$ -	\$ -

Notes

- a. STA Board approved the Prop 1B and STAF funding on Feb 13, 2013.
- b. Year of replacement reflects the cash flow requirement; programming for these expenditures would be needed 2 years prior to the year of replacement.
- c. CNG Vehicle price from MTC's FY14 pricelist, with 3% annual escalation. FAST acquisitions in FY17 may be diesel, which would reduce total cost by approximately \$350,000.
- d. 20% Funding from STA - STA is committed to providing the local match for the Intercity SolanoExpress Bus Replacement from a combination and STAF and Prop 1B funds. Currently, STA has a reserve of STAF funds and will continue to build the reserve on an annual basis until the local match is met.
- e. STA will loan \$1.259m in Prop 1B funds for the Train Station project. Fairfield will repay loan to STA over 5 years. Loan repayment proceeds will be used as portion of STA's 20% contribution to fleet replacement.
- f. Proposed MTC funding from bridge tolls (RM-2) or Sec. 5307 (SF UZA)
- g. FAST has identified additional funding (FTA 5339) for earlier acquisitions, which will reduce FAST's funding share in FY19.
- h. SolTrans identified additional funding (FTA 5307, source subject to change) for earlier acquisitions, which reduces SolTrans' funding share in FY19. Acquisitions in FY18-19 include one vehicle used for WETA service; SolTrans will be responsible for developing funding plan with WETA for this vehicle.

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DATE: December 29, 2014  
TO: STA Board  
FROM: Robert Macaulay, Director of Planning  
RE: Statewide Funding Initiatives - Active Transportation and Cap and Trade Programs

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**Background:**

The State of California has identified reduction of the emission of Greenhouse Gases (GHGs) as a major policy focus, and has approved legislation such as Assembly Bill (AB) 32 and Senate Bills (SB) 375 (regional transportation plans) and SB 753 (environmental thresholds of significance) to help achieve GHG emission reductions. Two programs in that effort have been active recently; the Active Transportation Program (ATP) and the Cap and Trade Program.

**ATP.** This is an initiative by the State to consolidate numerous funding sources for bicycle, pedestrian and safe routes to schools (SR2S) into a single program, administered by the State (60%) and regional agencies (40%). The California Transportation Commission (CTC) developed and administered a statewide application and scoring process. At the regional level, the Metropolitan Transportation Commission (MTC) used a slightly modified version of the CTC application and scoring process. Only one Solano project - STA's SR2S application - received funding in the last cycle.

**Cap and Trade.** State legislation assigned the primary responsibility for allocating Cap and Trade funds related to land use and transit projects to the state Strategic Growth Council (SGC). The SGC released draft guidelines for the Affordable Housing and Sustainable Communities (AHSC) program on September 23, 2014. STA submitted a comment letter (Attachment A) on October 31, 2014. STA's letter was similar to those of most other Bay Area Congestion Management Agencies and that of MTC.

**Discussion:**

**ATP.** The CTC is preparing for the second round of ATP funding and has released modified guidelines (Attachment B). Proposed changes are marked in ~~strikeout~~ text. Most of the program changes are not significant. However, two changes that are significant are the elimination of a local match requirement and the ability of ATP funds to be used for all aspects of a project, including planning, environmental clearance, and design. Call for projects is expected to take place on March 26, 2015 with applications due May 29, 2015.

STA intends to work with potential local project sponsors over the next few months to identify those projects that appear to have the best possibility of qualifying for ATP funds, and supporting those agencies in their development of ATP applications. This will likely include additional SR2S projects and those located in or supporting Priority Development Areas and/or Priority Conservation Areas.

**Cap and Trade.** On December 19, 2014, the SGC released a memo summarizing changes to the AHSC program guidelines (Attachment C). Several of these changes were in response to comments received from agencies such as STA and MTC.

As with the ATP, STA will work with local project sponsors to identify the best possible candidates for AHSC funds. Because the first round of funding is small with only \$130 million available, and the statewide competition is expected to be intense, it may be difficult for Solano projects to meet all of the AHSC criteria. For example, AHSC projects must a) reduce GHG emissions (based on a state formula that has yet to be released), and b) provide for new affordable housing units at a specified minimum density. For Solano jurisdictions with a population of over 100,000, the minimum density is 30 dwelling units per acre, with a floor: area ration of 2.0 or above. These are standards more easily met in core urban areas than in even the densest portions of suburban communities such as those found in Solano County. Dates have not been announced for the call for projects nor the application deadline, though it is expected to be a fast turnaround.

Finally, on December 3, 2014, draft guidelines for Cap and Trade Transit Capital Replacement were released. This \$25 million program is also designed to reduce GHG emissions and to expand and integrate rail transit. Bus projects that link to rail stations are eligible for funding. The call for projects is scheduled for February 9, 2015 with applications due April 10, 2015. The guidelines state "CalSTA intends to fund a small number of transformational projects that improve the statewide transportation network in the first programming cycle. These may include, for example, both lower cost projects focused on integration, reliability and enhancement of service, and higher cost capital expansion projects. In addition, CalSTA seeks projects that link key destinations and improve accessibility to economic opportunities", and speculation is that it will be directed to support high speed rail connectivity or to support rail/housing developments located in major metropolitan areas.

**Fiscal Impact:**

None at this time. If ATP or Cap and Trade funds are allocated to Solano projects, STA or local agency budget amendments may be needed.

**Recommendation:**

Informational.

Attachments:

- A. STA Cap and Trade AHSC Letter dated October 31, 2014
- B. Draft 2015 ATP Guidelines
- C. AHSC Guideline Memo dated December 19, 2014
- D. Cap and Trade Transit Capital Guidelines

October 31, 2014

*Via Electronic and US Mail*

Mr. Ken Alex, Chair  
Strategic Growth Council  
1400 10th Street  
Sacramento, CA 95814

Page 1 of 4

**Re: Solano Transportation Authority Comments on the Affordable Housing and Sustainable Communities Program Guidelines**

Dear Chairman Alex:

The Solano Transportation Authority (STA) appreciates the opportunity to comment on the Strategic Growth Council's (SGC's) guidelines drafted to administer the Affordable Housing and Sustainable Communities (AHSC) Program. While the guidelines proposed set out an ambitious process to address issues related to the emissions of Greenhouse Gas (GHG) emissions, some aspects of these draft guidelines will likely inhibit and/or restrict the achievement of those goals.

STA requests the SGC strive for greater simplicity and flexibility in the final guidelines. It is our experience in seeking, administering, and implementing state and federal funded projects and programs that the best way to attract strong projects and ensure the most effective use of funds is through guidelines focused on outcomes, not on detailed application and project delivery restrictions.

Our review of the draft AHSC guidelines finds them to be unnecessarily rigid and complex. STA understands this is a complex policy area and that the SGC staff faces significant challenges in balancing a number of competing demands. We share our comments in the spirit of partnership and hope you will give them due consideration when finalizing the guidelines.

**Regional Priorities Should Take Priority in Project Selection**

SB 375 (Steinberg, 2008) is the state's pre-eminent tool for linking land use and transportation decisions in a way that reduces transportation-related GHG emissions. In SB 862, the Legislature required SGC to coordinate with Metropolitan Planning Organizations (MPOs) such as the Metropolitan Transportation Commission (MTC), to "identify and recommend" projects for AHSC funding. MPOs are one of the main players in SB 375 implementation. MTC has worked with the 9 Bay Area CMAs to identify specific projects and programs that will reduce GHG emissions, improve mobility, support housing development and actually be completed. SGC's AHSC Guidelines could and should prioritize projects that are contained in an approved Sustainable Communities Strategy adopted pursuant to SB 375.

**Transit Oriented Development Project Areas**

We share MTC's concerns with respect to the definitions of Transit Oriented Development (TOD) Project Areas and Integrated Connectivity Projects (ICPs), as outlined in the following sections.

*Encourage—but Don’t Require—Joint Affordable Housing/Transportation Applications*

The guidelines can ensure a nexus between transportation projects and affordable housing without requiring the projects be conducted simultaneously. SGC can create an incentive for joint development of affordable housing and transportation improvements through the scoring method—awarding extra points to projects that incorporate simultaneous transportation and housing improvements if that is determined to be desirable—rather than by mandating it and potentially eliminating strong affordable housing or transportation projects that meet the intent of the program.

Specifically, it appears that Requirement #5 to qualify as a TOD project requires that every transportation or green infrastructure project must be proposed in conjunction with a *new* affordable housing project.

- STA supports MTC's recommendation that the guidelines be broadened to also allow: 1) transportation projects to be proposed if they are *adjacent* to an affordable housing project that exists or is fully funded and under construction and 2) affordable housing projects to be eligible for funding by themselves if they are locating in an area with transit service meeting the adopted standards.

*Build on Existing State Policy: Use Statutory Definition of Major Transit Stop*

The requirement (#3) to qualify as a TOD Project Area uses a new definition of a “major transit stop” that is confusing and not consistent with the statutory definition in Public Resources Code 21064.3. We believe it would be preferable to follow the statutory definition, which regions are familiar with and which sets a simpler, higher standard: a site containing an existing rail station, a ferry terminal served by bus or rail transit, or the intersection of two or more routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute period.

STA's recommendation is that in all cases existing state and federal terms and definitions should be used, unless there is a compelling reason to introduce a new term or definition. Project delivery is already a complex and costly enterprise, and requiring agencies and developers to spend additional resources in order to implement new administrative terminology only makes it more difficult to actually deliver a project

**Integrated Connectivity Project (ICP) Requirements**

*Program Should Allow Flexibility in How Projects Achieve GHG Reductions*

Once again, STA's concerns mirror those of MTC. The guidelines require that ICP projects—restricted to areas not served by high-frequency transit—must: (1) include at least one transit station or stop (including those that are planned and funded in the TIP) and (2) demonstrate an increase in transit use. These requirements add new emphasis on public transit above what the Legislature incorporated into Senate Bill 862—the AHSC’s enabling statute. Specifically, Section 75211 of the Public Resources Code states that to be eligible for funding pursuant to the program, a project shall do all of the following:

1. Demonstrate that it will reduce GHG emissions
2. Support implementation of an SCS or other regional plan to reduce GHG
3. Demonstrate consistency with state planning priorities in Government Code 65041.1.

We are concerned that the proposed guidelines could exclude worthy projects that could meet the criteria above (e.g. the programs highlighted in Table 5, such as bike sharing, car sharing or vanpool/shuttle programs, or other bicycle and pedestrian improvements), albeit without increasing transit usage. Because of the large number of Solano County commuters that use carpools and vanpools, this limited definition is of special concern to us.

Accordingly, we recommend removing the requirement that all Integrated Connectivity Project (ICP) projects must demonstrate a mode shift from SOV to transit, generating an increase in transit ridership. Doing so, while retaining the other ICP requirements, would allow projects that can achieve VMT reduction through means other than increasing transit ridership to qualify, while still ensuring investments are targeted to areas served by existing or future transit.

### **More Flexibility Needed With Respect to “Capital” vs. “Program” Funding**

Section 103 of the draft guidelines divides project types into “capital uses” or “program uses.”

- STA joins MTC in not supporting the idea that every project must contain a capital use, as this requirement could disqualify program-oriented projects that might otherwise be strong candidates, such as a bike-sharing program or Safe Routes to Schools program. This is especially the case for ICP projects, which, by definition, are in locations lacking high-frequency transit service.
- Similarly, we recommend against the 10% cap on program uses, which could disqualify excellent candidates or result in project sponsors adding capital components to project proposals just for the sake of meeting this requirement.

### **Allow Funding to Support Program Development**

The guidelines prohibit AHSC funds from being spent on “ongoing operational costs,” but this is not defined. We recommend SGC follow the Federal Highway Administration’s policy for Congestion Management and Air Quality (CMAQ) Program funds, which allows funds to be used to help establish new programs designed to achieve air quality improvements for two years, plus a third year of funding which may be spread out over one- three years, for a maximum of five years total. This would enable AHSC funds to be used to launch new programs while also giving project sponsors some time to secure ongoing operational funding. From a climate change perspective, it’s important to keep in mind that sustaining GHG reductions is just as critical as achieving them in the first few months.

### **Clarity Needed on 50 Percent Cap for Transportation & Green Infrastructure**

Section 104 (g) of the draft guidelines requires project sponsors to provide at least 50 percent in matching funds for all transportation, transit-related or green infrastructure grants. This is far higher than the local match required by other federal and state transportation or housing programs. STA sees no logical benefit to be gained by the proposed 50% local match requirement for AHSDC funds.

The state's new Active Transportation Program, administered by the California Transportation Commission, has an 11.5 percent match requirement, which is waived for projects primarily benefiting a disadvantaged community. This is consistent with federal fund matches of 20 percent (transit funds) or 11.5 percent (highway funds) match requirement. In order to encourage applicants to invest additional local funds towards projects so as to leverage the benefit of AHSC funding, SGC could instead award additional scoring points to those entities that exceed the minimum match requirement.

**Disadvantaged Community Requirements**

Many local agencies have developed definitions of Disadvantaged Communities in their SB 375 Sustainable Community Strategy documents. STA believes the SGC should allow these definitions to be used as an alternative to the draft Guideline's use of the California EnviroScreen criteria.

STA appreciates the effort that has gone into the development of these draft Guidelines, and recognizes that there are many competing viewpoints around the state on how to most effectively allocate these funds. We also note that MPOs and CMAs have also done extensive work to identify projects that will reduce GHG emissions, improve mobility and promote the creation of affordable housing. This work has been done at the community level, where project implementation occurs. We offer the preceding comments in the spirit of working with the SGC and the region to ensure that the goals of the Cap and Trade AHSC are reached. We look forward to working with the SGC as the Guidelines are finalized to make sure that the best projects move forward.

Sincerely,



Daryl K. Halls  
Executive Director

Cc: STA Board Members  
Steve Heminger, MTC  
Bay Area CMA Directors  
Bill Higgins, CalCOG  
Josh Shaw, CTA

**2015**  
**ACTIVE TRANSPORTATION PROGRAM**  
**GUIDELINES**

*January 22, 2015*

**California Transportation Commission**



**CALIFORNIA TRANSPORTATION COMMISSION  
2015 ATP GUIDELINES  
TABLE OF CONTENTS**

<b>I.</b>	<b>Introduction .....</b>	<b>1</b>
1.	Background.....	1
2.	Program Goals .....	1
3.	Program Schedule .....	1
<b>II.</b>	<b>Funding.....</b>	<b>2</b>
4.	Source .....	2
5.	Distribution.....	3
6.	Matching Requirements .....	4
7.	Funding for Active Transportation Plans .....	4
8.	Reimbursement.....	5
<b>III.</b>	<b>Eligibility .....</b>	<b>5</b>
9.	Eligible Applicants.....	5
10.	Partnering With Implementing Agencies.....	6
11.	Eligible Projects .....	6
12.	Minimum Request For Funds .....	8
13.	Example Projects .....	Error! Bookmark not defined.
14.	Project Type Requirements.....	8
<b>IV.</b>	<b>Project Selection Process .....</b>	<b>11</b>
15.	Project Application .....	11
16.	Sequential Project Selection .....	12
17.	MPO Competitive Project Selection.....	12
18.	Screening Criteria .....	12
19.	Scoring Criteria .....	13
20.	Project Evaluation Committee .....	14
<b>V.</b>	<b>Programming.....</b>	<b>14</b>
<b>VI.</b>	<b>Allocations.....</b>	<b>15</b>
<b>VII.</b>	<b>Project Delivery .....</b>	<b>16</b>
21.	Federal Requirements .....	17
22.	Design Standards .....	18
23.	Project Inactivity .....	18
24.	Project Reporting.....	18
<b>VIII.</b>	<b>Roles And Responsibilities .....</b>	<b>19</b>
25.	California Transportation Commission (Commission).....	19
26.	California Department of Transportation (Caltrans).....	20
27.	Metropolitan Planning Organizations (MPOs) With Large Urbanized Areas.....	20
28.	Regional Transportation Planning Agencies (RTPAs) Outside An MPO With Large Urbanized Areas And An MPO Without Large Urbanized Areas.....	22
29.	Project Applicant .....	22
<b>IX.</b>	<b>Program Evaluation .....</b>	<b>22</b>

## **I. Introduction**

### **1. Background**

The Active Transportation Program was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking.

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption and management of the Active Transportation Program. The guidelines were developed in consultation with the Active Transportation Program Workgroup. The workgroup includes representatives from Caltrans, other government agencies, and active transportation stakeholder organizations with expertise in pedestrian and bicycle issues, including Safe Routes to School programs.

The California Transportation Commission (Commission) must hold at least two public hearings prior to adopting the Active Transportation Program guidelines. The Commission may amend the adopted guidelines after conducting at least one public hearing. The Commission must make a reasonable effort to amend the guidelines prior to a call for projects or may extend the deadline for project submission in order to comply with the amended guidelines.

### **2. Program Goals**

Pursuant to statute, the goals of the Active Transportation Program are to:

- Increase the proportion of trips accomplished by biking and walking.
- Increase the safety and mobility of non-motorized users.
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) and Senate Bill 391 (Chapter 585, Statutes of 2009).
- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
- Ensure that disadvantaged communities fully share in the benefits of the program.
- Provide a broad spectrum of projects to benefit many types of active transportation users.

### **3. Program Schedule**

The guidelines for ~~an initial two-year~~ **the second two-year** program of projects must be adopted by March 26, 2014 **2015**. ~~(within six months of enactment of the authorizing legislation).~~ ~~No later than 45 days prior to adopting the initial set of guidelines for the Active Transportation Program, the Commission must submit the draft guidelines to the Joint Legislative Budget Committee.~~

This second program of projects must be adopted by the Commission by December 2015. Subsequent programs must be adopted not later than April 1 of each odd-numbered year; however, the Commission may alternatively elect to adopt a program annually.

The following schedule lists the major milestones for the development and adoption of the 2014 Active Transportation Program:

Commission adopts Fund Estimate	<b>January 22, 2015</b>
Guidelines hearing, South	<b>February xx, 2015</b>
Guidelines hearing, North	<b>February xx, 2015</b>
<del>Guidelines submitted to the Joint Legislative Budget Committee</del>	February 3, 2014
Commission adopts Active Transportation Program Guidelines	<b>March 26, 2015</b>
Call for projects	<b>March 26, 2015</b>
Project applications to <del>Caltrans</del> <b>Commission</b>	<b>May 31, 2015</b>
Large MPOs submit optional guidelines to <del>Caltrans</del> <b>Commission</b>	<b>May 31, 2015</b>
Commission approves or rejects MPO guidelines	<b>June 25, 2015</b>
Staff recommendation for statewide and rural/small urban portions of the program	<b>Sept. 30, 2015</b>
Commission adopts statewide and rural/small urban portions of the program	<b>October 22, 2015</b>
Projects not programmed distributed to large MPOs based on location	<b>October 22, 2015</b>
Deadline for MPO project programming recommendations to the Commission	<b>Nov. 15, 2015</b>
Commission adopts MPO selected projects	<b>Dec. 10, 2015</b>

## **II. Funding**

### **4. Source**

The Active Transportation Program is funded from various federal and state funds appropriated in the annual Budget Act. These are:

- 100% of the federal Transportation Alternative Program funds, except for federal Recreation Trail Program funds appropriated to the Department of Parks and Recreation.
- \$21 million of federal Highway Safety Improvement Program funds or other federal funds.
- State Highway Account funds.

In addition to furthering the goals of this program, all Active Transportation Program projects must meet eligibility requirements specific to at least one of the Active Transportation Program's funding sources.

## 5. Distribution

State and federal law segregate the Active Transportation Program into multiple, overlapping components. The Active Transportation Program Fund Estimate must indicate the funds available for each of the program components. Consistent with these requirements, the Active Transportation Program funds must be distributed as follows:

- Forty percent to Metropolitan Planning Organizations (MPO) in urban areas with populations greater than 200,000.

These funds must be distributed based on total MPO population. The funds programmed and allocated under this paragraph must be selected through a competitive process by the MPOs in accordance with these guidelines.

Projects selected by MPOs may be in either large urban, small urban, or rural areas.

A minimum of 25% of the funds distributed to each MPO must benefit disadvantaged communities.

The following statutory requirements apply specifically to the Southern California Association of Governments (SCAG)

- SCAG must consult with county transportation commissions, the Commission, and Caltrans in the development of competitive project selection criteria.
  - The criteria used by SCAG should include consideration of geographic equity, consistent with program objectives.
  - SCAG must place priority on projects that are consistent with plans adopted by local and regional governments within the county where the project is located.
  - SCAG must obtain concurrence from the county transportation commissions.
- Ten percent to small urban and rural areas with populations of 200,000 or less, with projects competitively awarded by the Commission to projects in those regions. Federal law segregates the Transportation Alternative Program into separate small urban and rural competitions based upon their relative share of the state population. Small Urban areas are those with populations of 5,001 to 200,000. Rural areas are those with populations of 5,000 or less.

A minimum of 25% of the funds in the Small Urban and Rural programs must benefit disadvantaged communities.

Projects within the boundaries of an MPO with an urban area with a population of greater than 200,000 are not eligible for funding in the Small Urban or Rural programs.

- Fifty percent to projects competitively awarded by the Commission on a statewide basis.

A minimum of 25% of the funds in the statewide competitive program must benefit disadvantaged communities.

~~In the initial program, a~~ **A** minimum of \$24 million per year of the statewide competitive program is available for safe routes to schools projects, with at least \$7.2 million for non-infrastructure grants, including funding for a state technical assistance resource center, **subject to the annual State Budget Act.**

## 6. Matching Requirements

~~Projects must include at least 11.47% in matching funds except for projects predominantly benefiting a disadvantaged community, stand-alone non-infrastructure projects and safe routes to schools projects. The source of the matching funds may be any combination of local, private, state or federal funds. Although the Commission encourages the leveraging of additional funds for a project, matching funds are not required. If an agency chooses to provide match funds, those~~ Matching funds must be expended in the same project phase (permits and environmental studies; plans, specifications, and estimates; right-of-way capital outlay; support for right-of-way acquisition; construction capital outlay; and construction engineering) as the Active Transportation Program funding. **Matching funds cannot be expended prior to the Commission allocation of Active Transportation Program funds in the same project phase (permits and environmental studies; plans, specifications, and estimates; right-of-way capital outlay and support; and construction capital outlay and support).** Matching funds, ~~except matching funds over and above the required 11.47%,~~ must be expended concurrently and proportionally to the Active Transportation Program funds. The Matching funds ~~over and above the required 11.47%~~ may be adjusted before or shortly after contract award to reflect any substantive change in the bid compared to the estimated cost of the project.

Large MPOs, in administering a competitive selection process, may require a ~~different~~ funding match for projects selected through their competitive process. Applicants from within a large MPO should be aware that the match requirements may differ between the MPO and statewide competitive programs.

## 7. Funding for Active Transportation Plans

Funding from the Active Transportation Program may be used to fund the development of **community wide** bike, pedestrian, safe routes to schools, or active transportation plans in **predominantly** disadvantaged communities.

The Commission intends to set aside up to 5% of the funds in the statewide competitive ~~program~~ **component** and in the ~~rural and small urban~~ **and rural program component** for funding active transportation plans in ~~communities~~ **predominantly disadvantaged communities**. A large MPO, in administering its portion of the program, may make up to 5% of its funding available for active transportation plans in disadvantaged communities within the MPO boundaries.

The first priority for the funding of ~~active transportation~~ plans will be for cities, counties, county transportation commissions, regional transportation planning agencies, MPOs, school districts, or transit districts that have neither a bicycle plan, a pedestrian plan, a safe routes to schools plan, nor an active transportation plan. The second priority for the funding of active transportation plans will be for cities, counties, county transportation commissions, regional transportation planning agencies, or MPOs that have a bicycle plan or a pedestrian plan but not both.

**Applications for plans may not be combined with applications for infrastructure or other non-infrastructure projects.**

## **8. Reimbursement**

The Active Transportation Program is a reimbursement program for **eligible** costs incurred. Reimbursement is requested through the invoice process detailed in Chapter 5, Accounting/Invoices, Local Assistance Procedures Manual. Costs incurred prior to Commission allocation and, for federally funded projects, Federal Highway Administration project approval (i.e. Authorization to Proceed) are not eligible for reimbursement.

## **III. Eligibility**

### **9. Eligible Applicants**

The applicant **and/or implementing agency** for Active Transportation Program funds assumes responsibility and accountability for the use and expenditure of program funds. Applicants **and/or implementing agencies** must be able to comply with all the federal and state laws, regulations, policies and procedures required to enter into a Local Administering Agency-State Master Agreement (Master Agreement). Refer to Chapter 4, Agreements, of the Local Assistance Procedures Manual for guidance and procedures on Master Agreements. The following entities, within the State of California, are eligible to apply for Active Transportation Program funds:

- Local, Regional or State Agencies- Examples include city, county, MPO\*, and Regional Transportation Planning Agency.
- Caltrans\*
- Transit Agencies - Any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration.
- Natural Resources or Public Land Agencies - Federal, Tribal, State, or local agency responsible for natural resources or public land administration Examples include:
  - State or local park or forest agencies
  - State or local fish and game or wildlife agencies
  - Department of the Interior Land Management Agencies
  - U.S. Forest Service
- Public schools or School districts.
- Tribal Governments - Federally-recognized Native American Tribes.
- Private nonprofit tax-exempt organizations may apply for projects eligible for Recreational Trail Program funds recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails. Projects must benefit the general public, and not only a private entity.
- Any other entity with responsibility for oversight of transportation or recreational trails that the Commission determines to be eligible.

For funding awarded to a tribal government, a fund transfer to the Bureau of Indian Affairs may be necessary. A tribal government may also partner with another eligible entity to apply if desired.

*\* Caltrans and MPOs, except for MPOs that are also regional transportation planning agencies, are not eligible project applicants for the federal Transportation Alternative Program funds appropriated to the Active Transportation Program. Therefore, funding awarded to projects submitted directly by Caltrans and MPOs are limited to other Active Transportation Program funds. Caltrans and MPOs may partner with an eligible entity to expand funding opportunities.*

## 10. Partnering With Implementing Agencies

Entities that are unable to apply for Active Transportation Program funds or that are unable to enter into a Master Agreement with the State must partner with an eligible applicant that can implement the project. Entities that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project may partner with an eligible applicant that can implement the project. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement (**e.g., letter of intent**) must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

The implementing agency will be responsible and accountable for the use and expenditure of program funds.

## 11. Eligible Projects

All projects must be selected through a competitive process and must meet one or more of the program goals. Because the majority of funds in the Active Transportation Program are federal funds, most projects must be federal-aid eligible:

- **Infrastructure Projects:** Capital improvements that will further the goals of this program. This typically includes the ~~planning~~ **environmental**, design, **right-of-way**, and construction of facilities **phases of a capital (facilities) project. A new infrastructure project will not be programmed without a complete project study report (PSR) or PSR equivalent. The application may be considered a PSR equivalent if it defines and justifies the project scope, cost and schedule. Though the PSR or equivalent may focus on the project components proposed for programming, it must provide at least a preliminary estimate of costs for all components.**

**A capital improvement that is required to receive other permit or development approval is not eligible for funding from the Active Transportation Program.**

- **Plans:** **The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan in a predominantly disadvantaged community.**
- **Non-infrastructure Projects:** Education, encouragement, **and** enforcement, ~~and planning~~ activities that further the goals of this program. The Commission intends to focus funding for non-infrastructure projects on pilot and start-up projects that can demonstrate funding for ongoing efforts. The Active Transportation Program funds are not intended to fund ongoing program operations. Non-infrastructure projects are not limited to those benefiting school students.
- **Infrastructure projects with non-infrastructure components.**

## A. Example Projects

Below is a list of projects considered generally eligible for Active Transportation Program funding. This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they further the goals of the program.

- Development of new bikeways and walkways that improve mobility, access, or safety for non-motorized users.
- Improvements to existing bikeways and walkways, which improve mobility, access, or safety for non-motorized users.
  - Elimination of hazardous conditions on existing bikeways and walkways.
  - Preventative maintenance of bikeways and walkways with the primary goal of extending the service life of the facility.
- Installation of traffic control devices to improve the safety of pedestrians and bicyclists.
- Safe Routes to School projects that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.
- Safe routes to transit projects, which will encourage transit by improving biking and walking routes to mass transportation facilities and school bus stops.
- Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings for the benefit of the public.
- Bicycle-carrying facilities on public transit, including rail and ferries.
- Establishment or expansion of a bike share program.
- Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.
- Development of a **community wide** bike, pedestrian, safe routes to schools, or active transportation plan in a disadvantaged community.
- Education programs to increase bicycling and walking, and other non-infrastructure investments that demonstrate effectiveness in increasing active transportation, including but not limited to:
  - Development and implementation of bike-to-work or walk-to-work school day/month programs.
  - Conducting bicycle and/or pedestrian counts, walkability and/or bikeability assessments or audits, or pedestrian and/or bicycle safety analysis to inform plans and projects.
  - Conducting pedestrian and bicycle safety education programs.
  - Development and publishing of community walking and biking maps, including school route/travel plans.
  - Development and implementation of walking school bus or bike train programs.
  - Components of open streets events directly linked to the promotion of a new infrastructure project.

- Targeted enforcement activities around high pedestrian and/or bicycle injury and/or fatality locations (intersections or corridors). These activities cannot be general traffic enforcement but must be tied to improving pedestrian and bicyclist safety.
- School crossing guard training.
- School bicycle clinics.
- Development and implementation of programs and tools that maximize use of available and emerging technologies to implement the goals of the Active Transportation Program.

## 12. Minimum Request For Funds

In order to maximize the effectiveness of program funds and to encourage the aggregation of small projects into a comprehensive **bundling** of projects, the minimum request for Active Transportation Program funds that will be considered is \$250,000. This minimum does not apply to non-infrastructure projects, Safe Routes to Schools projects, and Recreational Trails projects.

MPOs, in administering a competitive selection process, may use a different minimum funding size. Use of a minimum project size greater than \$500,000 must be approved by the Commission prior to an MPO's call for projects.

## 13. Project Type Requirements

As discussed in the Funding Distribution section (above), State and Federal law segregate the Active Transportation Program into multiple, overlapping components. Below is an explanation of the requirements specific to these components.

### B. Disadvantaged Communities

For a project to contribute toward the Disadvantaged Communities funding requirement, the project must clearly demonstrate a benefit to a community that meets any of the following criteria:

- The median household income is less than 80% of the statewide median based on the most current census tract level data from the American Community Survey. Data is available at:  
<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>
- An area identified as among the most disadvantaged 10% in the state according to latest versions of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores. Scores are available at  
<http://oehha.ca.gov/ej/ces11.html>.
- At least 75% of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program. Data is available at <http://www.cde.ca.gov/ds/sd/sd/files/sp.asp>. Applicants using this measure must indicate how the project benefits the school students in the project area or, for projects not directly benefiting school students, explain why this measure is representative of the larger community.

If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria, the applicant must submit for consideration a quantitative assessment of why the community should be considered disadvantaged.

MPOs, in administering a competitive selection process, may use different criteria for determining which projects benefit Disadvantaged Communities if the criteria are approved by the Commission prior to an MPO's call for projects.

### **C. Safe Routes To School Projects**

For a project to contribute toward the Safe Routes to School funding requirement, the project must directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public school bus stop. Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.

### **D. Recreational Trails Projects**

For trail projects that are primarily recreational to be eligible for Active Transportation Program funding, the projects must meet the federal requirements of the Recreational Trails Program as such projects may not be eligible for funding from other sources ([http://www.fhwa.dot.gov/environment/recreational\\_trails/](http://www.fhwa.dot.gov/environment/recreational_trails/)). Multi-purpose trails and paths that serve both recreational and transportation purposes are generally eligible in the Active Transportation Program, so long as they are consistent with one or more goals of the program.

### **E. Technical Assistance Resource Center**

~~In 2009, the University of California, San Francisco was awarded federal Safe Routes to School funds to act as the Technical Assistance Resource Center for the purpose of building and supporting local regional Safe Routes School non-infrastructure projects.~~

Typical **Technical Assistance Resource** Center roles have included:

- Providing technical assistance and training to help agencies deliver existing and future projects and to strengthen community involvement in future projects including those in disadvantaged communities.
- Developing and providing educational materials to local communities by developing a community awareness kit, creating an enhanced Safe Routes to Schools website, and providing other educational tools and resources.
- Participating in and assisting with the Safe Routes to Schools Advisory Committee.
- Assisting with program evaluation.

~~The Commission intends to comply with the statutory requirement to fund a state technical assistance center by programming funds to the Department, who will administer contracts to expanding the existing Safe Routes to Schools Technical Assistance Resource Center interagency agreement to serve~~ **support all current and potential Active Transportation Program non-infrastructure projects applicants.**

### **F. Active Transportation Plan**

A city, county, county transportation commission, regional transportation planning agency, MPO, school district, or transit district may prepare an active transportation plan. An active transportation plan prepared by a city or county may be integrated into the circulation element of its general plan or a separate plan which is compliant or will be brought into compliance with the

Complete Streets Act, Assembly Bill 1358 (Chapter 657, Statutes of 2008). An active transportation plan must include, but not be limited to, the following components or explain why the component is not applicable:

- The estimated number of existing bicycle trips and pedestrian trips in the plan area, both in absolute numbers and as a percentage of all trips, and the estimated increase in the number of bicycle trips and pedestrian trips resulting from implementation of the plan.
- The number and location of collisions, serious injuries, and fatalities suffered by bicyclists and pedestrians in the plan area, both in absolute numbers and as a percentage of all collisions and injuries, and a goal for collision, serious injury, and fatality reduction after implementation of the plan.
- A map and description of existing and proposed land use and settlement patterns which must include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, major employment centers, and other destinations.
- A map and description of existing and proposed bicycle transportation facilities.
- A map and description of existing and proposed end-of-trip bicycle parking facilities.
- A description of existing and proposed policies related to bicycle parking in public locations, private parking garages and parking lots and in new commercial and residential developments.
- A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These must include, but not be limited to, parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.
- A map and description of existing and proposed pedestrian facilities at major transit hubs. These must include, but are not limited to, rail and transit terminals, and ferry docks and landings.
- A description of proposed signage providing wayfinding along bicycle and pedestrian networks to designated destinations.
- A description of the policies and procedures for maintaining existing and proposed bicycle and pedestrian facilities, including, but not limited to, the maintenance of smooth pavement, freedom from encroaching vegetation, maintenance of traffic control devices including striping and other pavement markings, and lighting.
- A description of bicycle and pedestrian safety, education, and encouragement programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the law impacting bicycle and pedestrian safety, and the resulting effect on accidents involving bicyclists and pedestrians.
- A description of the extent of community involvement in development of the plan, including disadvantaged and underserved communities.
- A description of how the active transportation plan has been coordinated with neighboring jurisdictions, including school districts within the plan area, and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, general plans and a Sustainable Community Strategy in a Regional Transportation Plan.

- A description of the projects and programs proposed in the plan and a listing of their priorities for implementation, including the methodology for project prioritization and a proposed timeline for implementation.
- A description of past expenditures for bicycle and pedestrian facilities and programs, and future financial needs for projects and programs that improve safety and convenience for bicyclists and pedestrians in the plan area. Include anticipated revenue sources and potential grant funding for bicycle and pedestrian uses.
- A description of steps necessary to implement the plan and the reporting process that will be used to keep the adopting agency and community informed of the progress being made in implementing the plan.
- A resolution showing adoption of the plan by the city, county or district. If the active transportation plan was prepared by a county transportation commission, regional transportation planning agency, MPO, school district or transit district, the plan should indicate the support via resolution of the city(s) or county(s) in which the proposed facilities would be located.

A city, county, school district, or transit district that has prepared an active transportation plan may submit the plan to the county transportation commission or transportation planning agency for approval. The city, county, school district, or transit district may submit an approved plan to Caltrans in connection with an application for funds for active transportation facilities which will implement the plan.

Additional information related to active transportation plans can be found in the sections on Funding for Active Transportation Plans and Scoring Criteria.

## **IV. Project Selection Process**

### **14. Project Application**

Active Transportation Program project applications will be available at: [www.dot.ca.gov/hq/LocalPrograms/atp/index.html](http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html).

A project application must include the signature of the Chief Executive Officer or other officer authorized by the applicant's governing board. Where the project is to be implemented by an agency other than the applicant, documentation of the agreement between the project applicant and implementing agency must be submitted with the project application. A project application must also include documentation of all other funds committed to the projects.

Project applications should be addressed or delivered to:

**California Transportation Commission**  
Attention: **Laurel Janssen, Deputy Director**  
**1120 N Street**  
**Room 2221, MS 52**  
Sacramento, CA 95814

Except for applications submitted through an optional MPO supplemental call for projects, the Commission will consider only projects for which five hard copies and one electronic copy (via cd or portable hard drive) of a complete application are received by ~~May 21, 2014~~ **the application deadline**. By the same date, an additional copy must also be sent to the Regional

Transportation Planning Agency or County Transportation Commission within which the project is located and to the MPO (a contact list can be found at [www.dot.ca.gov/hq/tpp/offices/orip/](http://www.dot.ca.gov/hq/tpp/offices/orip/)).

## 15. Sequential Project Selection

All project applications, except for applications submitted through an optional MPO supplemental call for projects, must be submitted to **the Commission** for consideration in the statewide competition. The Commission will consider approval of a competitive grant only when it finds that the grant request meets the requirements of statute and that the project has a commitment of any supplementary funding needed for a full funding plan.

Projects not selected for programming in the statewide competition must be considered in the large MPO run competitions or the state run Small Urban ~~or~~ **and** Rural competitions.

A large urban MPO may elect to have a supplemental MPO specific call for projects. The projects received in this call must be considered along with those not selected through the statewide competition.

## 16. MPO Competitive Project Selection

As stated above, projects not selected for programming in the statewide competition must be considered by the MPOs in administering a competitive selection process.

An MPO choosing to use the same project selection criteria and weighting, minimum project size, match requirement, and definition of disadvantaged communities as used by the Commission for the statewide competition may ~~defer~~ **delegate** its project selection to the Commission. An MPO ~~deferring~~ **delegating** its project selection to the Commission may not conduct a supplemental call for projects.

An MPO, with Commission approval, may use a different project selection criteria or weighting, minimum project size, match requirement, or definition of disadvantaged communities for its competitive selection process. Use of a minimum project size of \$500,000 or less, or of a different match requirement than in the statewide competitive program does not require prior Commission approval. An MPO may also elect to have a supplemental MPO specific call for projects. The projects received in this call must be considered along with those not selected through the statewide competition.

In administering a competitive selection process, an MPO must use a multidisciplinary advisory group to assist in evaluating project applications. Following its competitive selection process, an MPO must submit its programming recommendations to the Commission along with a list of the members of its multidisciplinary advisory group. If the MPO submitted a project application and that project is recommended for programming, the MPO must explain how its evaluation process resulted in an unbiased evaluation of projects.

## 17. Screening Criteria

Demonstrated needs of the applicant: A project that is already fully funded will not be considered for funding in the Active Transportation Program. ~~The Commission will make an exception to this policy by allowing the supplanting of federal funds on a project for the 2014 Active Transportation Program.~~

Consistency with a regional transportation plan: All projects submitted must be consistent with the relevant adopted regional transportation plan that has been developed and updated pursuant to Government Code Section 65080.

## 18. Scoring Criteria

Proposed projects will be ~~rated~~ **scored** and ranked on the basis of applicant responses to the below criteria. Project programming recommendations may not be based strictly on the rating criteria given the various components of the Active Transportation Program and requirements of the various fund sources.

- Potential for increased walking and bicycling, especially among students, including the identification of walking and bicycling routes to and from schools, transit facilities, community centers, employment centers, and other destinations; and including increasing and improving connectivity and mobility of non-motorized users. (0 to 30 points)
- Potential for reducing the number and/or rate of pedestrian and bicyclist fatalities and injuries, including the identification of safety hazards for pedestrians and bicyclists. (0 to 25 points)
- Public participation and Planning. (0 to 15 points)

Identification of the community-based public participation process that culminated in the project proposal, which may include noticed meetings and consultation with local stakeholders. Project applicants must clearly articulate how the local participation process resulted in the identification and prioritization of the proposed project.

For projects costing \$1 million or more, an emphasis will be placed on projects that are prioritized in an adopted city or county bicycle transportation plan, pursuant to Section 891.2, pedestrian plan, safe routes to school plan, active transportation plan, trail plan, or circulation element of a general plan that incorporated elements of an active transportation plan. In future funding cycles, the Commission expects to make consistency with an approved active transportation plan a requirement for large projects.

- Cost-effectiveness. (0 to 10 points)

Applicants must:

- Discuss the relative costs and benefits of the range of alternatives considered.
- **Using the Caltrans benefit/cost model**, quantify the safety and mobility benefit in relationship to both the total project cost and the funds provided.

~~(link) Caltrans must develop a benefit/cost model for infrastructure and non-infrastructure active transportation projects in order to improve information available to decision makers at the state and MPO level in future programming cycles by September 30, 2014.~~

- Improved public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma or other health issues. (0 to 10 points)
- Benefit to disadvantaged communities. (0 to 10 points)
- Use of the California Conservation Corps or a qualified community conservation corps, as defined in Section 14507.5 of the Public Resources Code, as partners to undertake or construct applicable projects in accordance with Section 1524 of Public Law 112-141.

Points will be deducted if an applicant does not seek corps participation or if an applicant intends not to utilize a corps in a project in which the corps can participate. (0 ~~or to~~ -5 points)

The California Conservation Corps can be contacted at [ccc.ca.gov](http://ccc.ca.gov). Community conservation corps can be contacted at [californialocalconservationcorps.org](http://californialocalconservationcorps.org).

Direct contracting with the California Conservation Corps or a qualified community conservation corps without bidding is permissible provided that the implementing agency demonstrates cost effectiveness per 23 CFR 635.204 and obtains approval from Caltrans. A copy of the agreement between the implementing agency and the proposed conservation corps must be included in the project application as supporting documentation.

- Applicant's performance on past grants. This may include project delivery, project benefits (anticipated v. actual), and use of the California Conservation Corps or qualified community conservation corps (planned v. actual). Applications from agencies with documented poor performance records on past grants may be excluded from competing or may be penalized in scoring. (0 ~~or to~~ -10 points)

## 19. Project Evaluation Committee

Commission staff will form a multidisciplinary Project Evaluation Committee to assist in evaluating project applications. In forming the Project Evaluation Committee, staff will seek participants with expertise in bicycling and pedestrian transportation, including Safe Routes to Schools type projects, and in projects benefiting disadvantaged communities, and will seek geographically balanced representation from state agencies, large MPOs, regional transportation planning agencies, local jurisdictions in small urban and rural areas, and non-governmental organizations. Priority for participation in the evaluation committee will be given to those who do not represent a project applicant, or will not benefit from projects submitted by others.

In reviewing and selecting projects to be funded with federal Recreational Trails program funds, the Commission **and/or Caltrans** staff will collaborate with the Department of Parks and Recreation to evaluate proposed projects.

MPOs, in administering a competitive selection process, must use a multidisciplinary advisory group, similar to the aforementioned Project Evaluation Committee, to assist in evaluating project applications.

## V. Programming

Following at least one public hearing, the Commission will adopt a program of projects for the Active Transportation Program, by April 1 of each odd numbered year. The Active Transportation Program must be developed consistent with the fund estimate and the amount programmed in each fiscal year must not exceed the amount identified in the fund estimate.

The program of projects for each fiscal year will include, for each project, the amount to be funded from the Active Transportation Program, and the estimated total cost of the project. Project costs in the Active Transportation Program will include all project support costs and all project listings will specify costs for each of the following components: (1) completion of all permits and environmental studies; (2) preparation of plans, specifications, and estimates; (3)

right-of-way capital outlay and support ~~(4) support for right-of-way acquisition;~~ and (4) construction capital outlay and support; ~~and (6) construction management and engineering, including surveys and inspection.~~ The cost of each project component will be listed in the Active Transportation Program no earlier than in the fiscal year in which the particular project component can be implemented.

When proposing to fund only preconstruction components for a project, the applicant must demonstrate the means by which it intends to fund the construction of a useable segment, consistent with the regional transportation plan or the Caltrans interregional transportation strategic plan.

When project design, right-of-way or construction are programmed before the implementing agency completes the environmental process, updated cost estimates, updated analysis of the project's cost effectiveness, and updated analysis of the project's ability to further the goals of the program must be submitted to the Commission following completion of the environmental process. If this updated information indicates that a project is expected to accomplish fewer benefits or is less cost effective as compared with the initial project application, future funding for the project may be deleted from the program. For the MPO selected competitions, this information must be submitted to the MPO. It is the responsibility of the MPO to recommend that the project be deleted from the program if warranted.

The Commission will program and allocate funding to projects in whole thousands of dollars and will include a project only if it is fully funded from a combination of Active Transportation Program and other committed funding. The Commission will regard funds as committed when they are programmed by the Commission or when the agency with discretionary authority over the funds has made its commitment to the project by ordinance or resolution. For federal formula funds, including Surface Transportation Program, Congestion Mitigation and Air Quality Improvement Program, and federal formula transit funds, the commitment may be by Federal approval of the Federal Statewide Transportation Improvement Program. For federal discretionary funds, the commitment may be by federal approval of a full funding grant agreement or by grant approval.

If the program of projects adopted by the Commission does not program the full capacity identified in the fund estimate for a given fiscal year, the balance will remain available to advance programmed projects. Subject to the availability of federal funds, a balance not programmed in one fiscal year will carry over and be available for projects in the following fiscal year.

The intent of the Commission is to consolidate the allocation of federal funds to as few projects as practicable. Therefore, the smallest project may be designated, at the time of programming, for state-only funding.

## **VI. Allocations**

The Commission will consider the allocation of funds for a project when it receives an allocation request and recommendation from Caltrans in the same manner as for the STIP (see section 64 of the STIP guidelines). The recommendation will include a determination of project readiness, the availability of appropriated funding, and the availability of all identified and committed supplementary funding.

Where the project is to be implemented by an agency other than the applicant, the allocation request must include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency.

The Commission will approve the allocation if the funds are available and the allocation is necessary to implement the project as included in the adopted Active Transportation Program.

In order to ensure the timely use of all program funds, the Commission will, in the last quarter of the fiscal year, allocate funds to projects programmed in a future fiscal year on a first-come, first served basis. If there are insufficient funds, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension. Should requests for allocations exceed available capacity, the Commission will give priority to projects programmed in the current-year.

Allocation requests for a project in the MPO selected portion of the program must include a recommendation by the MPO.

In compliance with Section 21150 of the Public Resources Code, the Commission will not allocate funds for design, right-of-way, or construction prior to documentation of environmental clearance under the California Environmental Quality Act. As a matter of policy, the Commission will not allocate funds for design, right-of-way, or construction of a federally funded project prior to documentation of environmental clearance under the National Environmental Policy Act. Exceptions to this policy may be made in instances where federal law allows for the acquisition of right-of-way prior to completion of National Environmental Policy Act review.

**In the case of a non-infrastructure project, the agency must provide documentation of environmental clearance, or that CEQA and/or NEPA is not applicable to the project, prior to allocation.**

If an implementing agency requests an allocation of funds in an amount that is less than the amount programmed, the balance of the programmed amount may be allocated to a programmed project advanced from a future fiscal year. An MPO, in administering its competitive portion of the Active Transportation Program, must determine which projects to advance and make that recommendation to the Commission. Unallocated funds in one fiscal year will carry over and be available for projects in the following fiscal year.

**A local agency may expend an amount allocated for environmental, design, right of way, or construction for another project component, provided that the total expenditure shifted to a component in this way is not more than 20 percent of the amount actually allocated for either component. This means that the amount transferred by a local agency from one component to another may be no more than 20 percent of whichever of the components has received the smaller allocation from the Commission.**

## **VII. Project Delivery**

Active Transportation Program allocations must be requested in the fiscal year of project programming, and are valid for award for six months from the date of allocation unless the Commission approves an extension. Applicants may submit and the Commission will evaluate extension requests in the same manner as for STIP projects (see section 66 of the STIP guidelines) except that extension to the period for project allocation and for project award will be limited to twelve months. Extension requests for a project in the MPO selected portion of the

program must include a recommendation by the MPO, consistent with the preceding requirements.

If there are insufficient funds, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension.

Whenever programmed funds are not allocated within the fiscal year they programmed or within the time allowed by an approved extension, the project will be deleted from the Active Transportation Program. Funds available following the deletion of a project may be allocated to a programmed project advanced from a future fiscal year. An MPO, in administering its competitive portion of the Active Transportation Program, must determine which projects to advance and make that recommendation to the Commission. Unallocated funds in one fiscal year will carry over and be available for projects in the following fiscal year.

The implementing agency must enter into a cooperative agreement with Caltrans and, if the project is federally funded, obligate the federal funds within six months.

Funds allocated for project development or right of way costs must be expended by the end of the second fiscal year following the fiscal year in which the funds were allocated. After the award of a contract, the implementing agency has up to 36 months to complete (accept) the contract. At the time of fund allocation, the Commission may extend the deadline for completion of work and the liquidation of funds if necessary to accommodate the proposed expenditure plan for the project. The implementing agency has six months after contract acceptance to make the final payment to the contractor or vendor, prepare the Final Report of Expenditures and submit the final invoice to Caltrans for reimbursement.

It is incumbent upon the implementing agency to develop accurate project cost estimates. If the amount of a contract award is less than the amount allocated, or if the final cost of a component is less than the amount awarded, the savings generated will not be available for future programming.

Caltrans will track the delivery of Active Transportation Program projects and submit to the Commission a semiannual report showing the delivery of each project phase.

## **20. Federal Requirements**

Unless programmed for state-only funding, project applicants must comply with the provisions of Title 23 of the U.S. Code of Federal Regulations and with the processes and procedures contained in the Caltrans Local Assistance Procedures Manual and the Master Agreement with Caltrans. Below are examples of federal requirements that must be met when administering Active Transportation Program projects.

- National Environmental Policy Act (NEPA) compliance and documentation is required on all projects. Refer to Chapter 6, Environmental Procedures, of the Local Assistance Procedures Manual for guidance and procedures on complying with NEPA and other federal environmentally related laws.
- Project applicants may not proceed with the final design of a project or request "Authorization to proceed with Right-of-Way" or "Authorization to proceed with Construction" until Caltrans has signed a Categorical Exclusion, a Finding of No Significant Impact, or a Record of Decision. Failure to follow this requirement will make the project ineligible for federal reimbursement.

- If the project requires the purchase of right of way (the acquisition of real property), the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 apply. For more information, refer to Chapter 13, Right of Way, of the Local Assistance Procedures Manual.
- If the project applicant requires the consultation services of architects, landscape architects, land surveyors, or engineers, the procedures in the Chapter 10, Consultant Selection, of the Local Assistance Procedures Manual must be followed.
- Contract documents are required to incorporate applicable federal requirements such as Davis Bacon wage rates, competitive bidding, Disadvantaged Business Enterprises/Equal Employment Opportunity provisions, etc. For more information, refer to Chapter 9, Civil Rights and Disadvantaged Business Enterprises, and Chapter 12, Plans, Specifications & Estimate, of the Local Assistance Procedures Manual
- Failure to comply with federal requirements may result in the repayment to the State of Active Transportation Program funds.

## **21. Design Standards**

Streets and Highways Code Section 891 requires that all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted utilize all minimum safety design criteria established by Caltrans. Chapter 11, Design Standards, of the Caltrans Local Assistance Procedures Manual describes statewide design standards, specifications, procedures, guides, and references that are acceptable in the geometric, drainage, and structural design of Local Assistance projects. The chapter also describes design exception approval procedures, including the delegation of design exception approval authority to the City and County Public Works Directors for projects not on the state highway system. These standards and procedures, including the exception approval process, must be used for all Active Transportation Program projects.

For capital projects off the state highway system, the project applicant will be responsible for the ongoing operations and maintenance of the facility. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

All facilities constructed using Active Transportation Program funds cannot revert to a non-Active Transportation Program use for a minimum of 20 years or its actual useful life as documented in the project application, whichever is less, without approval of the Commission.

## **22. Project Inactivity**

Once funds for a project are encumbered, project applicants are expected to invoice on a regular basis (for federal funds, see 23 CFR 630.106 and the Caltrans' Inactive Obligation Policy). Failure to do so will result in the project being deemed "inactive" and subject to deobligation if proper justification is not provided.

## **23. Project Reporting**

As a condition of the project allocation, the Commission will require the implementing agency to submit semi-annual reports on the activities and progress made toward implementation of the

project and a final delivery report. An agency implementing a project in the MPO selected portion of the program must also submit copies of its semi-annual reports and of its final delivery report to the MPO. The purpose of the reports is to ensure that the project is executed in a timely fashion and is within the scope and budget identified when the decision was made to fund the project.

Within one year of the project becoming operable, the implementing agency must provide a final delivery report to the Commission which includes:

- The scope of the completed project as compared to the programmed project.
- Before and after photos documenting the project.
- The final costs as compared to the approved project budget.
- Its duration as compared to the project schedule in the project application.
- Performance outcomes derived from the project as compared to those described in the project application. This should include before and after pedestrian and/or bicycle counts, and an explanation of the methodology for conduction counts.
- Actual use of the California Conservation Corps or qualified community conservation corps as compared to the use **described** in the project application.

Please note that the final delivery report required by this section is in addition to the aforementioned Final Report of Expenditures.

For the purpose of this section, a project becomes operable when the construction contract is accepted or acquired equipment is received, or in the case of non-infrastructure activities, when the activities are complete.

Caltrans must audit a sample of Active Transportation Program projects to evaluate the performance of the project, determine whether project costs incurred and reimbursed are in compliance with the executed project agreement or approved amendments thereof; state and federal laws and regulations; contract provisions; and Commission guidelines, and whether project deliverables (outputs) and outcomes are consistent with the project scope, schedule and benefits described in the executed project agreement or approved amendments thereof. A report on the projects audited must be submitted to the Commission annually.

## **VIII. Roles And Responsibilities**

### **24. California Transportation Commission (Commission)**

The Commission responsibilities include:

- Adopt guidelines and policies for the Active Transportation Program.
- Adopt Active Transportation Program Fund Estimate.
- **Solicit project applications.**
- Evaluate projects, including ~~the~~ **forming and facilitating** of the Project Evaluation Committee.

- **Recommend and** adopt a program of projects, including:
  - The statewide **component** of the Active Transportation Program,
  - The small urban & rural **component** of the Active Transportation Program, and
  - The MPO selected **component** of the program based on the recommendations of the MPOs.
  - Ensure that at least 25% of the funds benefit disadvantaged communities.
- **Post recommendations and final adopted list of approved projects on the Commission's website.**
- Allocate funds to projects.
- Evaluate and report to the legislature.

## 25. California Department of Transportation (Caltrans)

Caltrans has the primary responsibility for the administration of the **adopted** Active Transportation Program. Responsibilities include:

- Provide statewide program and procedural guidance (i.e. provide project evaluation of materials and instructions), conduct outreach through various networks such as, but not limited to, the Active Transportation Program website, and at conferences, meetings, or workgroups.
- Provide program training.
- ~~Solicit project applications for the program.~~
- ~~Facilitate the Project Evaluation Committee.~~ **Evaluate projects.**
- Perform eligibility **and deliverability** reviews of Active Transportation Program projects **and inform the Commission of any identified issues.**
- ~~Evaluate, score, and rank applications.~~
- ~~Recommend projects to the Commission for programming and allocation.~~
- Notify **successful** applicants of the results **their next steps** after each call for projects.
- Track and report on project implementation.
- **Recommend project allocations (including funding type) to the Commission.**
- Audit a selection of projects
- Serve as the main point of contact in project implementation, including the technical assistance resource center. ~~after notifying successful applicants of project award.~~

## 26. Metropolitan Planning Organizations (MPOs) With Large Urbanized Areas

MPOs with large urbanized areas are responsible for overseeing a competitive project selection process in accordance with these guidelines. The responsibilities include:

- Ensure that at least 25% of the funds in each MPO must benefit disadvantaged communities.

- If using different project selection criteria or weighting, minimum project size **greater than \$500,000**, match requirement, or definition of disadvantaged communities for its competitive selection process, the MPO must obtain Commission approval prior to the MPO's call for projects. ~~Use of a minimum project size of \$500,000 or less, or of a different match requirement than in the statewide competitive program does not require prior Commission approval.~~
- If electing to have a supplemental MPO specific call for projects, the projects within the MPO boundaries that were not selected through the statewide competition must be considered along with those received in the supplemental call for projects. An MPO must notify the Commission of their intent to have a supplemental call no later than ~~May 21, 2014~~ **the application deadline**.
- In administering a competitive selection process, an MPO must use a multidisciplinary advisory group to assist in evaluating project applications.
- In administering a competitive selection process, an MPO must explain how the projects recommended for programming by the MPO include a broad spectrum of projects to benefit pedestrians and bicyclists. The explanation must include a discussion of how the recommended projects benefit students walking and cycling to school.
- An MPO choosing to use the same project selection criteria and weighting, minimum project size, match requirement, and definition of disadvantaged communities as used by the Commission for the statewide competition may ~~defer~~ **delegate** its project selection to the Commission. An MPO ~~deferring~~ **delegating** its project selection to the Commission must notify the Commission ~~by May 21, 2014~~ **the application deadline**, and may not conduct a supplemental call for projects.
- ~~Approve amendments to the MPO selected portion of the program prior to Commission approval.~~
- Recommend allocation requests for a project in the MPO selected portion of the program.
- Determine which projects to advance and make that recommendation to the Commission.
- Submit an annual assessment of its portion of the program in terms of its effectiveness in achieving the goals of the Active Transportation Program.

In addition, the following statutory requirements apply specifically to the Southern California Association of Governments (SCAG):

- SCAG must consult with county transportation commissions, the Commission, and Caltrans in the development of competitive project selection criteria. The criteria should include consideration of geographic equity, consistent with program objectives.
- SCAG must place priority on projects that are consistent with plans adopted by local and regional governments within the county where the project is located.
- SCAG must obtain concurrence from the county transportation commissions.

## **27. Regional Transportation Planning Agencies (RTPAs) Outside An MPO With Large Urbanized Areas And An MPO Without Large Urbanized Areas**

These Regional Transportation Planning Agencies and MPOs may make recommendations or provide input to the Commission regarding the projects within their boundaries that are applying for Active Transportation Program funding.

## **28. Project Applicant**

Project applicants nominate Active Transportation Program projects for funding consideration. If awarded Active Transportation Program funding ~~for a submitted project~~, the project applicant (or partnering implementing agency if applicable) has contractual responsibility for carrying out the project to completion and complying with reporting requirements in accordance with federal, state, and local laws and regulations, and these guidelines.

For **infrastructure** ~~capital~~ projects off the state highway system, the project applicant will be responsible for the ongoing operations and maintenance of the facility. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

## **IX. Program Evaluation**

The Active Transportation Program will be evaluated for its effectiveness in increasing the use of active modes of transportation in California. Applicants that receive funding for a project must collect and submit data to Caltrans as described in the "Project Reporting" section.

~~By December 31, 2014, the Commission will post on its website information about the initial program of projects, including a list of all projects programmed and allocated in each portion of the program, by region, and by project type, along with information on grants awarded to disadvantaged communities,~~

~~After 2014,~~ The Commission will include in its annual report to the Legislature a discussion on the effectiveness of the program in terms of planned and achieved improvement in mobility and safety and timely use of funds, and will include a summary of its activities relative to the administration of the Active Transportation Program including:

- Projects programmed,
- Projects allocated,
- Projects completed to date by project type,
- Projects completed to date by geographic distribution,
- Projects completed to date by benefit to disadvantaged communities, and
- Projects completed to date with the California Conservation Corps or qualified community conservation corps.

# California Strategic Growth Council

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## Memorandum

DATE: December 19, 2014

TO: Interested Stakeholders

FROM: Strategic Growth Council

RE: Summary of Proposed Revisions and Updates to the 2014-15 SGC Affordable Housing and Sustainable Communities Program Guidelines

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Thank you for your robust feedback on the SGC Affordable Housing and Sustainable Communities Program. Comments from hundreds of diverse stakeholders have provided valuable information to inform the guidelines for this new interdisciplinary program. Due to the volume and quality of the comments we received, the Council decided to reschedule the December 2014 SGC meeting to January 20, 2015 in order to allow more time to incorporate and consider revisions to the 2014-15 program guidelines.

The intent of this memo is to share proposed revisions based on feedback, and to provide an update on two key issues not addressed in the September 23, 2014 Preliminary Draft Guidelines: 1) California Air Resources Board Guidance on Greenhouse Gas Reduction Quantification, and 2) the role of Metropolitan Planning Organizations. The pages following this memo provide more information on the areas mentioned above.

SGC is not holding a formal comment period following the release of this memo. We respectfully request that any comments submitted informally focus on the proposed revisions and updates. Comments may be sent to: [ahsc@sgc.ca.gov](mailto:ahsc@sgc.ca.gov).

We anticipate the following timeframes for the 2014-15 AHSC Program:

January 9, 2015	Public Posting of Draft Final Guidelines
January 20, 2015	Final Draft Guidelines to Council for Approval
Late January 2015	Funding Solicitation and Application Released
Mid-February 2015	Concept Applications Due
Mid-April 2015	Full Applications Due
June 2015	Recommended Awards Announced for Council Approval

Again, thank you for your participation and interest in this process, and for your patience as we continue to refine the guidelines to reflect the goals and objectives of this exciting, dynamic program.

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## Staff Recommended List of Proposed Revisions to the Affordable Housing and Sustainable Communities Program Guidelines

Note: All revisions below are preliminary, in progress, and will be evaluated for their cumulative impact on Program goals and requirements prior to incorporation in the final draft Program Guidelines for Strategic Growth Council review and approval.

Issue Description	Guideline Reference	Current Requirement	Proposed Revision
Allowable Modes of Transit	Page 10 §102(a)(3) & (b)(4)	<p><u>TOD</u> Project Areas must: Be served by at least one (1) Qualifying Transit Station meeting the criteria of a Major Transit Stop with service by at least one of the following modes of Publicly-Sponsored Transit: (A) High Speed Rail, (B) Commuter Rail, (C) Light Rail, (D) Bus Rapid Transit, (E) Express Bus</p> <p><u>ICP</u> Project Areas must: Be Served by at least one (1) of the following modes of Publicly-Sponsored Transit: (A) High Speed Rail, (B) Commuter or Light Rail, (C) Bus Rapid Transit, (D) Bus with a qualifying Major Transit Stop, (E) Vanpool/Shuttle</p>	Add Intercity Rail to list of applicable modes of transit
Minimum Unit Requirements	Page 11 §103(a)(1)(D)(i)	A Housing Development must: (j) consist of new construction, Substantial Rehabilitation of residential dwelling units, the conversion of one or more nonresidential structures to residential dwelling units, or preservation of at-risk affordable housing with a total of not less than 100 such units in a Metropolitan Area, or 50 such units in a Non-Metropolitan Area.	Removal of the minimum unit requirements (metro and non-metropolitan areas) for housing developments.
Minimum Density Requirements	Page 12 §103(a)(1)(D)(iv)	A Housing Development must: (iv) have a minimum Net Density, upon completion of the Housing Development, not less than that shown on the following table:	Proposed revision to Program Guidelines will include lowering of the minimum base density requirements to reflect “default density standards” deemed appropriate to accommodate housing for lower-income households in State housing element law as follows:

Affordable Housing and Sustainable Communities Program  
Summary of Staff Proposed Revisions to Draft 2014-15 Guidelines and Updates

		<b>Location</b>	<b>Density</b>	<b>FAR</b>													
		Large City Downtown	60 u/a	>3.0	<table border="1"> <thead> <tr> <th><b>Location</b></th> <th><b>Density</b></th> <th><b>FAR</b></th> </tr> </thead> <tbody> <tr> <td>Urban</td> <td>30 u/a</td> <td>&gt;2.0</td> </tr> <tr> <td>Suburban</td> <td>20 u/a</td> <td>&gt;1.5</td> </tr> <tr> <td>Rural</td> <td>15 u/a</td> <td>&gt;1.0</td> </tr> </tbody> </table> <p>Additional information on definitions of Urban, Suburban and Rural are available on HCD's website at - <a href="http://www.hcd.ca.gov/hpd/Default_2010census_update.pdf">http://www.hcd.ca.gov/hpd/Default_2010census_update.pdf</a></p>	<b>Location</b>	<b>Density</b>	<b>FAR</b>	Urban	30 u/a	>2.0	Suburban	20 u/a	>1.5	Rural	15 u/a	>1.0
<b>Location</b>	<b>Density</b>	<b>FAR</b>															
Urban	30 u/a	>2.0															
Suburban	20 u/a	>1.5															
Rural	15 u/a	>1.0															
		Urban Center	40 u/a	>2.0													
		All other Areas	20 u/a	>1.0													
Funds of Program Operations	Page 14 §103(b)	Eligible costs for Program uses include start-up costs associated with program creation, expansion of existing programs to serve new populations or offer new program service and implementation. Eligible Costs do not include ongoing operational costs.			Allow ongoing operational costs for up to three years as an eligible cost.												
Maximum Awards Developer	Page 20 §104(c)	A single developer may receive no more than \$15 million per Notice of Funding Available (NOFA) funding cycle.			The \$15 million maximum for a single developer may be waived, if necessary, to meet statutory affordable housing and Disadvantaged Community set asides.												
Cap on Requested Funds for Program Activities	Page 20 §104(f)(2)	The total grant amount for Program Uses within a Project Area shall not exceed 10 percent of the funding request for the overall Project.			Increase cap on grant funds for program uses to 30 percent of total award but not to exceed \$500,000.												
Match Requirements	Page 21 §104(g)	The total transportation or transit-related and/or green infrastructure grant amount shall not exceed fifty (50) percent of the total Capital Use Project budget.			Remove 50 percent match requirement for transit-related and/or green infrastructure-related capital use activities. Applications will be scored based on funds leveraged.												
Required Applicants	Page 22 §105(a)(1)(A)	A Public Agency that has jurisdiction over the Project Area is a required applicant, either by itself or jointly with any of the following entities as co-applicant(s): joint powers authority, where the authority encompasses the activities necessary to comply with the requirements of the Program, public housing authority, transit agency and/or operator, school district, facilities district, or any other special district or			A Public Agency with jurisdiction over the Project Area will not be a required co-applicant except where a Public Agency has an interest or stake in the proposed Project. For example, cases involving right-of-way or publicly-owned land, the application will be required to either include the Public Agency as a co-applicant or otherwise include a commitment to enter into a contractual agreement regarding the proposed project if it is awarded funds.												

December 19, 2014  
Affordable Housing and Sustainable Communities Program  
Summary of Staff Proposed Revisions to Draft 2014-15 Guidelines and Updates

		political subdivision of the State of California, corporation, limited liability company, limited partnership, general partnership, business trust, or joint venture.	
No Net Loss of Affordable Housing Units	Page 27 §106(a)(11)(D)	If the application involves the demolition or rehabilitation of existing units affordable to lower income households, the Housing Development must include units with equal or greater affordability, equal to or greater than the number of the existing affordable units, except in cases where the rehabilitated units provide amenities such as bathrooms and kitchens not present in existing units in which case, the reduction may not result in more than twenty five (25) percent fewer units upon project completion.	Requirements of this section will be applicable to all capital projects, not just Housing Development and Housing-Related Infrastructure projects.
Anti-Displacement Strategies	Page 49-50 §107(o)	For projects located within or benefitting a Disadvantaged Community XX points will be provided for demonstration of policies, strategies and programs designed to avoid displacement of low-income residents and businesses of the Project Area and community.	Requirements for this section will apply to all projects.
Disadvantaged Community Requirements	Page 23 §106(b)	If requesting Program Funds to meet the requirements of Section 105(b)(9)(A) to benefit a Disadvantaged Community, the Applicant must evaluate the following criteria detailed in Table 6 to demonstrate how the Project provides benefit to a Disadvantaged Community or Communities pursuant to Interim Guidance approved and revised pursuant to ARB on September 18, 2014.	Program Guidelines will include the most recent guidance available from California Air Resources Board on Investments to Benefit Disadvantaged Communities per SB 535 and information on the top 25 percent of census tracts per CalEnviroScreen as determined by the California Environmental Protection Agency at the time of the NOFA release
Role of Metropolitan Planning Organizations and Other Regional Agencies pursuant to SB 862	Page 22; §105 (b) (3) and Page 25 Chart 1	Page 22: The intent of the concept proposal process is three-fold: 1) coordinate with MPOs on SCS implementation; 2) focus expenditures of local resources on the most competitive applications given limited Program funding; and 3) provide targeted	Section 105(b) will revised to include information on the MPO/Regional Entity role in the application review process as follows: -Concept applications for the respective region will be provided to each MPO

		<p>technical assistance to potential applicants, with a priority to Disadvantaged Community applicants.</p> <p>Page 25: Note accompanying Chart 1: AHSC Program Application Submittal Process: The Council is soliciting input and advice from MPOs and other regional agencies and developing a framework for thorough, meaningful consultation with these institutions throughout project proposal evaluation. It is expected that these institutions will provide insight and recommendations to support effective implementation of the Program.</p>	<p>-MPO may review concept applications for projects and inform the SGC of their view of the project’s support of the implementation of the applicable SCS.</p> <p>-Upon receipt of full applications, each MPO will be provided copies of applications for their respective region for their review</p> <p>- If they choose, MPOs may provide project recommendations for SGC consideration for their respective region.</p> <p>All MPO recommendations are advisory only.</p> <p>Note: MPO participation in this process is voluntary and not subject to reimbursement.</p>
<p>Definition of Public Agency</p>	<p>Page 73                  Appendix A (kkk)</p>	<p>"Public Agency" means a California city, county, city and county, council of governments, transit agency, redevelopment successor agencies, or a joint powers authority comprised of any of the preceding.</p>	<p>Councils of governments were erroneously included in the definition of "Public Agency" as it pertains to eligible applicants to the AHSC Program. Councils of government are not eligible applicants for the AHSC Program.</p>

## **Update on California Air Resources Board Interim Guidance on Greenhouse Gas Reduction Quantification**

The California Air Resources Board (ARB) is responsible for providing guidance to estimate greenhouse gas (GHG) emissions reductions from all projects funded by the Greenhouse Gas Reduction Fund. As part of this responsibility, ARB staff is developing interim guidance for Affordable Housing and Sustainable Communities (AHSC) grant applicants to estimate the potential GHG emissions reductions attributable to AHSC project proposals for the first year of the Strategic Growth Council's AHSC program. Additional detail about the interim guidance will be available with the Final Draft Program Guidelines to be released on January 9, 2015.

ARB's interim guidance will employ currently available tools and methodologies to estimate the changes in vehicle miles traveled (VMT) and VMT-related GHG emissions reductions based on the proposed AHSC project's land use and transportation characteristics. Using the interim guidance, the applicant will estimate VMT-related GHG emissions reductions for a proposed project measured against an initial case. The initial case represents the GHG emissions that would have occurred prior to implementing any VMT-reducing project features or reduction measures.

ARB's interim guidance will use components of the California Emissions Estimator Model (CalEEMod)<sup>1</sup>, a land use emissions calculator tool designed to quantify GHG emissions and criteria air pollutants associated with land use development projects. The interim guidance will focus on the operational and mitigation components of CalEEMod to address VMT and VMT-related GHG emissions for proposed projects.

For projects that serve a larger area or population outside of a defined project site, or contain features not included in CalEEMod, the interim guidance will rely on methodologies to quantify VMT reductions originally developed for Congestion Mitigation and Air Quality Improvement (CMAQ) projects. Examples of these types of projects include transit lines, bicycle paths, and vanpools. These methods are detailed in the document "[Methods to Find the Cost-Effectiveness of Funding Air Quality Projects](#)"<sup>2</sup> published by ARB and Caltrans. The interim guidance will provide applicants with directions on how to use the VMT quantification methodologies in the CMAQ guidance document, combined with GHG emission factors.

Evaluating a project's GHG emissions reductions may require the use of the CalEEMod or CMAQ methodology individually, or in combination, depending on the specific features of the proposed project. To estimate GHG emissions reductions from changes in VMT, both CalEEMod and CMAQ use on-road vehicle GHG emission factors from ARB's Mobile-Source Emission Factor model (EMFAC2011).

ARB staff will be available to answer applicant questions and provide technical assistance in using the quantification methodology for Transit Oriented Development and Integrated Connectivity Project applications. In addition, ARB staff will review the quantification portions of the project applications to ensure that the tools and methodologies defined by the interim guidance were properly applied in the applicant's estimate of the GHG emissions reductions for the project.

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<sup>1</sup><http://www.caleemod.com/>

<sup>2</sup>[http://www.arb.ca.gov/planning/tsaq/eval/mv\\_fees\\_cost-effectiveness\\_methods\\_may05.doc](http://www.arb.ca.gov/planning/tsaq/eval/mv_fees_cost-effectiveness_methods_may05.doc)

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# **TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM**

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**Draft Guidelines  
December 3, 2014**

DISCUSSION DRAFT

## TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM

### Contents

1	Authority and purpose.....	2
2	Background .....	2
3	Objectives.....	2
4	Funding .....	3
5	Schedule.....	3
6	Eligible Applicants .....	3
7	Eligible Projects .....	4
8	Project applications.....	5
9	Project Evaluation .....	6
9.1	Primary Evaluation Criteria .....	6
9.2	Secondary Evaluation Criteria .....	7
9.3	Benefit to disadvantaged communities .....	8
10	Project Selection Process .....	8
11	Programming .....	9
12	Allocations and Project Delivery .....	10
12.1	Project Delivery Deadline Extensions .....	11
13	Project Reporting .....	11
14	Project Administration.....	12
	Attachment 1: Investments to Benefit Disadvantaged Communities .....	13
	Low Carbon Transportation .....	13
	Transit Projects .....	14

## 1 Authority and purpose

The Transit and Intercity Rail Capital Program was created by Senate Bill 862 (Chapter 36, Statutes of 2014) to provide grants from the Greenhouse Gas Reduction Fund to fund capital improvements and operational investments that will modernize California's transit systems and intercity, commuter, and urban rail systems to reduce emissions of greenhouse gases by reducing vehicle miles traveled throughout California.

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption and management of the Transit and Intercity Rail Capital Program. The guidelines were developed in consultation with the Air Resources Board, the California Transportation Commission (Commission), the Department of Finance, the Department of Transportation (Caltrans), and the Strategic Growth Council, and informed by input received at public workshops in San Jose, Los Angeles, Sacramento and a webinar attended by regional planning agencies, transit and intercity rail agencies, and advocacy organizations.

## 2 Background

The Global Warming Solutions Act of 2006 (Assembly Bill [AB] 32, Nunez, Chapter 488) created a comprehensive program to reduce greenhouse gas emissions in California. AB 32 requires California to reduce greenhouse gases to 1990 levels by 2020, and to maintain and continue reductions beyond 2020. In March 2012, Governor Brown signed Executive Order B-16-2012 affirming a long-range climate goal for California to reduce greenhouse gases from the transportation sector to 80 percent below 1990 levels by 2050.

The Cap-and-Trade Program is a key element in California's climate plan. It creates a limit on the emissions from sources responsible for 85 percent of California's greenhouse gas emissions, establishes the price signal needed to drive long-term investment in cleaner fuels and more efficient use of energy, and gives covered entities flexibility to implement the lowest-cost options to reduce greenhouse gas emissions.

In 2012, the Legislature passed and Governor Brown signed into law three bills, AB 1532 (Pérez, Chapter 807, Statutes of 2012), Senate Bill (SB) 535 (De León, Chapter 830, Statutes of 2012), and SB 1018 (Budget and Fiscal Review Committee, Chapter 39, Statutes of 2012), that established the Greenhouse Gas Reduction Fund to receive proceeds from the distribution of allowances via auction and provided the framework for how those auction proceeds will be appropriated and expended. These statutes require that expenditures from the Greenhouse Gas Reduction Fund be used to facilitate the achievement of greenhouse gas emission reductions and further the purposes of AB 32. In addition, expenditures must comply with the requirements contained in SB 862.

## 3 Objectives

The goals of the Transit and Intercity Rail Capital Program are to provide monies to fund capital improvements and operational investments that will reduce greenhouse gas emissions, modernize California's intercity rail, bus, and rail transit systems to achieve all of the following objectives:

1. Reduce greenhouse gas emissions;
2. Expand and improve rail service to increase ridership;
3. Integrate the rail service of the state's various rail operations, including integration with the high-speed rail system; and

#### 4. Improve safety.

Additionally, SB 862 establishes a programmatic goal to provide at least 25 percent of available funding to projects that provide a direct, meaningful, and assured benefit to disadvantaged communities, consistent with the objectives of SB 535.

## 4 Funding

The Transit and Intercity Rail Capital Program is allocated \$25 million of 2014-15 funds, as well as 10 percent of future Cap and Trade auction proceeds deposited in the Greenhouse Gas Reduction Fund.

It is the intent of the California State Transportation Agency (CalSTA) to adopt an initial multi-year program of projects covering a minimum of two years of estimated funding. Estimates for the funding available in 2015-16 will be based on forecasts developed for the Governor's Proposed 2015-16 Budget released on or before January 10, 2015, and may be refined based on the results of auctions.

Funds appropriated in 2014-15 (\$25 million) must be allocated by the Commission no later than June 30, 2016, and expended (liquidated) by June 30, 2020.

## 5 Schedule

Distribute discussion draft guidelines	Dec. 3, 2014
Informal workshop, Southern California, in association with California Transportation Commission meeting	Dec. 10, 2014
Informal workshop, Northern California	Dec. 17, 2014
Post and send to Legislature	Dec. 19, 2014
Workshop, Southern California	Jan. 20, 2015
Workshop, Northern California	Jan. 21, 2015
Present draft guidelines to California Transportation Commission	Jan. 22, 2015
Agency publishes final program guidelines	Feb. 6, 2015
Call for projects	Feb. 9, 2015
Project applications due to Caltrans	Apr. 10, 2015
CalSTA publishes list of approved projects	Jun. 30, 2015
Present project list to California Transportation Commission	Aug. 26, 2015

CalSTA is considering a pre-application data request that would enable feedback to be provided to prospective applicants after the call for projects and before final project applications are submitted.

## 6 Eligible Applicants

Eligible applicants must be public agencies, including joint powers agencies, that operate existing or planned regularly scheduled intercity rail service (and associated feeder bus service), commuter rail, commuter bus service, or bus and rail transit service, or that have planning responsibility for future services not under the authority of an existing operator.

An applicant assumes responsibility and accountability for the use and expenditure of program funds. Applicants must comply with all relevant federal and state laws, regulations, policies, and procedures.

## 7 Eligible Projects

In order to be eligible for funding under this program, a project must demonstrate that it will achieve a reduction in greenhouse gas emissions.

Projects eligible for funding under the program include, but are not limited to, the following:

1. Rail capital projects, including the acquisition of rail cars and locomotives, that expand, enhance, and improve existing rail systems and connectivity to existing and future rail systems, including the high-speed rail system.
2. **Intercity and commuter rail projects that increase service levels, improve reliability, and decrease travel times.** These projects may include efforts to improve existing rail service effectiveness with a focus on improved operating agreements, schedules, and minor capital investments that are expected to generate increased ridership, as well as larger scale projects designed to achieve significantly larger benefits.
3. Rail integration implementation, including: integrated ticketing and scheduling systems and related capital investments (including integration with bus or ferry operators); projects enabling or enhancing shared-use corridors without increasing net air pollution (both multi-operator passenger only corridors as well as passenger-freight corridors); related planning efforts focused on, but not limited to, delivery of integrated service not requiring capital investment; and other service integration initiatives.
4. **Bus rapid transit and other bus transit investments to increase ridership and reduce greenhouse gas emissions, including investments in transit effectiveness studies that will result in implementation of service restructuring and enhancement that will increase ridership.**

**CalSTA intends to fund a small number of transformational projects that improve the statewide transportation network in the first programming cycle.** These may include, for example, both lower-cost projects focused on integration, reliability and enhancement of service, and higher-cost capital expansion projects. In addition, **CalSTA seeks projects that link key destinations and improve accessibility to economic opportunities.**

CalSTA will also make some funding available for demonstration projects that are smaller scale efforts with great potential to be expanded. These may include projects such as a novel approach to attracting new riders or a test of a concept related to integrated ticketing, as well as intercity rail or transit effectiveness or operational studies that are expected to have elements that can be implemented with little or no capital investment (such studies must result in a reduction in net greenhouse gas emission).

No single project shall exceed 33 percent of available funds in any programming cycle. In the first programming cycle, no eligible applicant shall submit more than one major capital project for consideration (\$3 million or greater). One smaller scale operational or integration effort, minor capital project, or demonstration project (less than \$3 million) may also be submitted for consideration by each applicant.

While there is **no minimum match requirement** for this funding source, funding leverage is desirable and will be considered in the evaluation of expected project impacts. In cases of capital projects that result in new transit operations, clear commitments to provide funding for the continuation of the service once the project is complete is required.

If capital assets are removed from service before their end of their useful life, full or pro-rata repayment of grant funds may be required.

Redeployment of capital assets to achieve similar, or greater, benefits more effectively (i.e. redeploying bus service to achieve greater greenhouse gas reductions or better serve a disadvantaged community based on current needs) may be permitted, but, must be documented by the grantee and approved in advance by CalSTA.

All major capital projects applying for funding must have a complete project study report or equivalent document such as the Commission's Uniform Transit Application. The report will, at a minimum, be adequate to define and justify the project scope, cost, and schedule of the project.

CalSTA intends to give priority to projects which fund construction or implementation, however, projects that will be completed with other funds are eligible for funding. If an implementing agency receives funding for a project that is to be completed with other funds (for example, a project which receives fund for plans, specifications, and estimates from the Transit and Intercity Rail Capital Program but which will receive local measure funding for construction), that agency is required to complete the project as proposed. If the project is not completed as proposed, the agency may be required to fully or partially repay funds from the Transit and Intercity Rail Capital Program commensurate with the failure to complete the project and deliver anticipated reductions in greenhouse gas emissions.

## 8 Project applications

Each project application must include:

A cover letter with signature authorizing and approving the application.

An explanation of the project and its proposed benefits, including the following:

1. Project title, which should be a brief non-technical description of the project type, scope, and location.
2. Project purpose and need.
3. Project scope.
4. A map of the project location denoting the project site and the location of any disadvantaged communities that will benefit from the project.
5. Project costs:
  - A. Cost estimates should be escalated to the year of proposed delivery.
  - B. Only cost estimates approved by the Chief Executive Officer or other authorized officer of the implementing agency should be used.
  - C. The amount and source of funds committed to the project (including funding for initial operating costs).
  - D. The amount of Transit and Intercity Rail Capital Program funds requested.
6. Project schedule, including the project's current status and major delivery milestones.
7. Project benefits:
  - A. A clear demonstration of the expected benefits and the proposed metrics for tracking and reporting on those benefits consistent with Air Resources Board guidance and requirements.
  - B. The description of project benefits must address all of the Primary and Secondary Evaluation Criteria listed below under Project Selection Process (Section 9).
  - C. An estimate of the useful life of the project (can be separated by project category or phase if elements of the project have independent utility and could be separately funded or placed in service).
8. A discussion of the proposed project's impact on other projects planned or underway within the corridor.

9. If appropriate, an explanation of how the project provides direct, meaningful, and assured benefits to a disadvantaged community (see Section 9.3 and Attachment 1).
10. Description of funding sources and approach to ensuring ongoing operating and maintenance costs of the project are funded through the useful life of the project (as applicable).
11. Indication of support for project implementation from stakeholders critical to the project, such as host railroads or facility owners.
12. Description of project elements that are separable or scalable based on available funding, while still maintaining independent utility. For example, if an application is for improving service on three routes, each should be broken out and prioritized so that the highest-priority portion of the application could be funded if resources are not sufficient for full project funding.

Each application should include a Project Programming Request Form. A template of this form in Excel may be found at <http://www.dot.ca.gov/hq/transprog/ocip/2014stip.htm>. Each Project Programming Request must list Federal, State, and local funding categories by fiscal year over the time-frame that funding is sought. If the project schedule exceeds the funding horizon, the amount needed beyond what is currently requested must be indicated. All applicants must demonstrate the ability to absorb any cost overruns and deliver the proposed project with no additional State funding or financial assistance beyond that provided in grant or cooperative agreement, and to fund initial operating costs.

Documentation of the basis for the costs, benefits and schedules must be cited in the project application and made available upon request.

Each project will be required to track and report on project status and benefits. CalSTA encourages project sponsors to carefully consider how to track the status and benefits of the proposed project, including having project budgets that allow for an appropriate level of before and after data collection and analysis (e.g. greenhouse gas reductions, diesel particulate matter reductions, increased transit service for disadvantaged community residents, etc.). This tracking could take the form of customer surveys made before and after the proposed project, specific data analysis before and after the project, or other efforts. Since this is an ongoing funding program of the state, developing lessons learned and good supporting data are critical to future program effectiveness.

## 9 Project Evaluation

Applications will receive an initial screening for completeness and eligibility. Incomplete or ineligible applications will not be evaluated.

### 9.1 Primary Evaluation Criteria

Projects will be selected through a competitive process. The primary evaluation will be based on how well a project will meet the objectives of the program:

1. Reduce greenhouse gas emissions. Key statistics expected to be used in the measurement of impacts related to greenhouse gas emissions include incremental or impacted passenger miles, and reduction in vehicle miles traveled, as well as data on the carbon emissions profile of the vehicle used in service. The Air Resources Board is developing guidelines that will include quantification approaches for estimating or calculating greenhouse gas reductions and reporting requirements for all State agencies that are appropriated monies from the Greenhouse Gas Reduction Fund. Implementing agencies will need to quantify greenhouse gas reductions and submit reporting information in accordance with Air

- Resources Board guidelines, including reporting on benefits to disadvantaged communities. Other reporting items may include incremental or impacted passenger miles, changes in vehicle miles travelled, and other data needed to estimate greenhouse gas reductions.
2. Increase ridership through expanded and improved rail and transit service (including connectivity to rail services through expanded and improved transit and/or feeder bus services).
  3. Integrate the services of the state's various rail and transit operations, including integration with the high-speed rail system, as described in the most recent, currently approved High Speed Rail Business Plan, or subsequent documents referenced at the time of project solicitation.
  4. Improve safety.

## 9.2 Secondary Evaluation Criteria

Projects will also be evaluated based on the following criteria:

1. The extent to which the project supports implementation of sustainable communities strategies through one or more of the following:
  - A. Reducing auto vehicles miles traveled through growth in transit and intercity rail ridership.
  - B. Promoting housing development and employment within one-half mile walk of a rail or other transit station, or within one-half mile walk of a transit stop serviced by high speed rail, intercity rail, commuter or light rail, bus rapid transit, or express bus.
  - C. Expanding existing rail and public transit systems.
  - D. Implementing clean vehicle technology.
  - E. Promoting active transportation by increasing the proportion of trips accomplished by biking and walking or increasing the safety and mobility of bicyclists and pedestrians.
  - F. Improving public health.
2. Benefit to disadvantaged communities. The applicant must evaluate the criteria detailed in Attachment 1 to determine whether the project meets at least one of the criteria for providing direct, meaningful, and assured benefits to a disadvantaged community pursuant to guidance approved by the Air Resources Board.
3. The project priorities developed through the collaboration of two or more rail operators and any memoranda of understanding between state agencies (including intercity rail joint powers authorities) and local or regional rail operators.
4. Geographic equity.
5. Consistency with a plan or strategy contained in an adopted Sustainable Communities Strategy, as confirmed by the Metropolitan Planning Organization (MPO), or, in non-MPO regions, a regional plan that includes policies and programs to reduce greenhouse gas emissions, and the recommendations of a regional agency or agencies.
6. Integration across other modes of transportation, such as connections at airports, bus and ferry terminals, and subway stations.
7. For expansions of service, the presence and quality of a financial plan that analyzes the financial viability of the proposed service, including the availability of any required operating financial support.

### 9.3 Benefit to disadvantaged communities

It is a goal of this program to maximize benefit to disadvantaged communities and to provide at least 25 percent of available funding to projects that provide a direct, meaningful, and assured benefit to disadvantaged communities, consistent with the objectives of SB 535. Where applicable, and to ensure longer-term retention of benefits to disadvantaged communities, applicants should consult with the host communities on policies and on project design that avoid displacement of disadvantaged community residents and businesses.

SB 535 directs the Secretary for Environmental Protection at California Environmental Protection Agency (CalEPA) to identify disadvantaged communities. This identification must be based on geographic, socioeconomic, public health, and environmental hazard criteria (Health and Safety Code Section 37911). CalEPA has identified disadvantaged communities for investment based on a tool called CalEnviroScreen ([www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm](http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm) and [www.arb.ca.gov/auctionproceeds](http://www.arb.ca.gov/auctionproceeds)).

SB 862 requires the Air Resources Board, in consultation with CalEPA, to develop funding guidelines for all agencies that are appropriated monies from the Greenhouse Gas Reduction Fund. These guidelines must include a component for how administering agencies should maximize benefits for disadvantaged communities. The Air Resources Board, in its Interim Guidance to Agencies Administering Greenhouse Gas Reduction Fund Monies ([www.arb.ca.gov/cc/capandtrade/auctionproceeds/auctionproceeds.htm](http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/auctionproceeds.htm)), notes that for effective administration of programs, it is essential that the list of disadvantaged communities remains stable during each project funding cycle. The Air Resources Board has recommended that the list of census tracts identified as disadvantaged communities that agencies use for each fiscal year appropriation will need to remain fixed for projects being funded under that appropriation, regardless of when the funds are actually expended. The Air Resources Board has proposed that if CalEPA updates the list of census tracts defined as disadvantaged communities, the new list of communities will apply to projects funded with subsequent fiscal year monies.

## 10 Project Selection Process

CalSTA will evaluate applications for compliance with the objectives of the program and score them based on the aforementioned primary and secondary criteria. The highest scoring applications that meet the program objectives will be selected for programming, except that CalSTA may make adjustments to meet the disadvantaged community goals of this program and provide geographic equity.

In addition to being evaluated on the aforementioned criteria and benefit to disadvantaged communities, each application will also be assessed to determine the risk associated with the project's capacity to generate, as planned, transportation and greenhouse gas emission reduction benefits, and to be delivered within budget, on time, and as designed. Factors to be considered include:

1. The overall need and benefit of the project.
2. Project readiness and reasonableness of the schedule for project implementation, including the following:
  - A. Progress towards achieving environmental protection requirements.
  - B. The comprehensiveness and sufficiency of agreements with key partners (particularly infrastructure owning railroads) that will be involved in implementing the project.

- C. For projects that are not fully funded through construction, the timing and amount of the project's future non-committed investments. *Please note, CalSTA intends to give priority to projects which fund construction or implementation.*
- 3. The leveraging and coordination of funding from other greenhouse gas reduction programs such as the Strategic Growth Council's Affordable Housing and Sustainable Communities Program or the Air Resources Board's Low Carbon Transportation funding program.
- 4. The leveraging and coordination of funding from other federal, state, local or regional sources, with consideration of those sources that are discretionary compared to those that are non-discretionary.

CalSTA will collaborate with other state entities when evaluating project proposals, including but not limited to: the Air Resources Board, CalEPA, the California High-Speed Rail Authority, Caltrans, the Commission, the Department of Housing and Community Development, and the Strategic Growth Council.

## 11 Programming

CalSTA will publish an initial program of approved projects by June 30, 2015, and present the program to the Commission at its August 26, 2015 meeting. Subsequent programs are expected to be approved by CalSTA biennially. CalSTA may call for additional programming, or adjust existing programming between cycles, as warranted based on the level of auction proceeds.

The Transit and Intercity Rail Capital Program will be developed consistent with a fund estimate published with the program guidelines. The amount programmed in each fiscal year must not exceed the amount identified in the fund estimate. The program of projects for each fiscal year will include, for each project, the amount to be funded from the Transit and Intercity Rail Capital Program, and the estimated total cost of the project. Total project costs will include all project support costs and all project listings will specify costs for each of the following components: (1) completion of all permits and environmental studies; (2) preparation of plans, specifications, and estimates; (3) right-of-way capital outlay; (4) support for right-of-way acquisition; (5) construction capital outlay; and (6) construction management and engineering, including surveys and inspection. The cost of each project component will be listed in the Transit and Intercity Rail Capital Program no earlier than in the fiscal year in which the particular project component can be implemented.

When proposing to fund only preconstruction components for a project, the applicant must demonstrate the means by which it intends to fund the construction of a useable segment, consistent with a regional transportation plan or the Caltrans interregional transportation strategic plan. *Please note, CalSTA intends to give priority to projects which fund construction or implementation.*

When project design, right-of-way, or construction are programmed before the implementing agency completes the environmental process, the applicant must submit to CalSTA updated cost estimates, updated analysis of the project's cost effectiveness, and updated analysis of the project's ability to further the goals of the program following the completion of the environmental process. If this updated information indicates that a project is expected to accomplish fewer benefits or is less cost effective as compared with the initial project application, future funding for the project may be deleted from the program.

Consistent with Commission policies, CalSTA will program and the Commission will allocate funding to projects in whole thousands of dollars and will include a project or project component only if it is fully funded from a combination of Transit and Intercity Rail Capital Program and other committed funding. CalSTA and the Commission will regard funds as committed when they are programmed by the

Commission or when the agency with discretionary authority over the funds has made its commitment to the project by ordinance or resolution. For federal formula funds, including Surface Transportation Program, Congestion Mitigation and Air Quality Improvement Program, and federal formula transit funds, the commitment may be by Federal approval of the Federal Statewide Transportation Improvement Program. For federal discretionary funds, the commitment may be by federal approval of a full funding grant agreement or by grant approval.

## 12 Allocations and Project Delivery

When an agency is ready to implement a project or project component, the agency will submit a request to Caltrans. Caltrans and CalSTA will review the request, prepare appropriate agreements with the agency and recommend the request to the Commission for action. The typical time required, after receipt of the application, to complete Caltrans review, and recommendation and Commission allocation is 60 days. The specific details and instructions for the allocation, transfer and liquidation of funds allocated to implementing agencies are included in the Procedures for Administering Local Grant Projects in the STIP.

Prior to the completion of project design, an agency may propose to CalSTA modifications to the proposed project in order to achieve the same or greater level of benefits or reduced costs.

Consistent with Commission policies, allocations must be requested in the fiscal year of project programming, and are valid for award for six months from the date of allocation unless the Commission approves an extension. The Commission will consider the allocation of funds for a project when it receives an allocation request from Caltrans with a recommendation from Caltrans and CalSTA. The recommendation will include a determination of project readiness, the availability of appropriated funding, and the availability of all identified and committed funding.

The Commission will approve the allocation if the funds are available and the allocation is necessary to implement the project as included in the adopted Transit and Intercity Rail Capital Program.

Funds allocated for project development or right-of-way costs must be expended by the end of the second fiscal year following the fiscal year in which the funds were allocated. After the award of a contract, the implementing agency has up to 36 months to complete (accept) the contract. At the time of fund allocation, the Commission may extend the deadline for completion of work and the liquidation of funds if necessary to accommodate the proposed expenditure plan for the project.

Following contract acceptance, the implementing agency has six months to make the final payment to the contractor or vendor, prepare the Final Report of Expenditures and submit the final invoice to Caltrans for reimbursement.

If there are insufficient program funds to approve an allocation, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension.

Whenever programmed funds are not allocated within the fiscal year programmed or within the time allowed by an approved extension, the project will be deleted from the Transit and Intercity Rail Capital Program. Funds available following the deletion of a project may be allocated to a programmed project advanced from a future fiscal year or to a project amended into the program.

In compliance with Section 21150 of the Public Resources Code, the Commission will not allocate funds for design, right-of-way, or construction prior to documentation of environmental clearance under the California Environmental Quality Act. As a matter of policy, the Commission will not allocate funds for design, right-of-way, or construction of a federally funded project prior to documentation of

environmental clearance under the National Environmental Policy Act. Exceptions to this policy may be made in instances where federal law allows for the acquisition of right-of-way prior to completion of National Environmental Policy Act review. If requested by the Commission, Caltrans will assist Commission staff in the preparation of agenda items presenting environmental documents to the Commission.

The Commission expects Caltrans to certify that a project's plans specifications and estimate is complete, environmental and right-of-way clearances are achieved, and all necessary permits and agreements (including railroad construction and maintenance) are executed when it develops its construction allocation recommendation.

## 12.1 Project Delivery Deadline Extensions

CalSTA or the Commission, as explained below, may grant a deadline extension only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributable to the extraordinary circumstance and will in no event be for more than 12 months.

CalSTA may grant the extension of a deadline for the allocation of a project component. The Commission may grant the extension of a deadline for award of a contract or for project expenditure. Because funds appropriated in 2014-15 (\$25 million) must be allocated by the Commission no later than June 30, 2016, CalSTA anticipates the approval of few or no requests to extend the deadline for allocation in 2015-16 unless offset by a corresponding allocation advance.

Consistent with Commission policies, no deadline may be extended more than once. There are separate deadlines for allocation, for award of a contract, for expenditures for project development or right-of-way, and for project completion, and each project component has its own deadlines.

All requests for project delivery deadline extensions should be submitted by the agency responsible for project delivery to Caltrans at least 60 days prior to the specific deadline for which the particular extension is requested (e.g., 60 days prior to June 30 to request the extension of allocation deadlines). The extension request should describe the specific circumstance that justifies the extension and identify the delay directly attributable to that circumstance. Caltrans will review extension requests and forward them to for action. Requests to extend the deadline for allocation will be forwarded to CalSTA for action with a copy to be forwarded to the Commission for information. CalSTA will notify the Commission of the approval or denial of request to extend the deadline for allocation. Requests to extend the deadline for award of a contract or for project expenditure will be forwarded to the Commission for action. CalSTA must notify the Commission of the approval or denial of request to extend the deadline for allocation.

## 13 Project Reporting

As a condition of the project allocation, the implementing agency must submit to Caltrans semi-annual reports on the activities and progress made toward implementation of the project and a final delivery report. The purpose of the reports is to ensure that the project achieves the goals of the program, is executed in a timely fashion, and is within the scope and budget identified when the decision was made to fund the project.

Recordkeeping and reporting requirements will apply through the life of the project. All reports must be consistent with the metrics and quantification methodologies in the funding guidelines being developed by the Air Resources Board. Implementing agencies should note that additional reporting may be

required for some types of projects, or be modified based on the evolving needs of the program. For projects benefiting disadvantaged communities, reports must include metrics to demonstrate the benefits being achieved.

Within one year of the project becoming operable, the implementing agency must provide a final delivery report to Caltrans which includes:

1. The scope of the completed project as compared to the programmed project.
2. Performance outcomes derived from the project as compared to those described in the project application. This should include before and after measurements and estimates (ridership/service levels, greenhouse gas reductions, benefit to disadvantaged communities, etc.), and an explanation of the methodology used to quantify the benefits.
3. Before and after photos documenting the project.
4. The final costs as compared to the approved project budget.
5. Its duration as compared to the project schedule in the project application.

For the purpose of this section, a project becomes operable when the construction contract is accepted or acquired equipment is received.

Caltrans or another State agency may audit a sample of Transit and Intercity Rail Capital Program projects to evaluate the performance of the project, determine whether project costs incurred and reimbursed are in compliance with the executed project agreement or approved amendments thereof; state and federal laws and regulations; contract provisions; and program guidelines, and whether project deliverables (outputs) and outcomes are consistent with the project scope, schedule, and benefits described in the executed project agreement or approved amendments thereof. A report on the projects audited must be submitted by the auditing agency to CalSTA.

## 14 Project Administration

Caltrans will administer the Transit and Intercity Rail Capital Program consistent with these guidelines and existing Commission and Caltrans policies and procedures.

Agencies must encumber and expend monies consistent with State law, and ensure that Greenhouse Gas Reduction Fund monies are utilized consistent with the expenditure record submitted by Caltrans and required by SB 1018. A determination that use of Greenhouse Gas Reduction Fund monies is not consistent with the expenditure record and does not further the purposes of AB 32 may occur during legal proceedings or during an audit or program review conducted by the Bureau of State Audits, Department of Finance, a third-party auditor, or the Air Resources Board. Depending on the outcome of those proceedings or review, agencies may be required to return monies to the Greenhouse Gas Reduction Fund if expenditures are not consistent with the statutory requirements (such as not furthering the purposes of AB 32.)

The state may terminate the grant for any reason at any time if it learns of or otherwise discovers that there are allegations supported by reasonable evidence that a violation of any state or federal law or policy by the grantee which affects performance of this or any other grant agreement or contract entered into with the State. If a grant is terminated, the agency may be required to fully or partially repay funds from the Transit and Intercity Rail Capital Program.

## Attachment 1: Investments to Benefit Disadvantaged Communities

From the Air Resources Board’s “Interim Guidance to Agencies Administering Greenhouse Gas Reduction Fund Monies” (dated November 3, 2014).

To provide transparency on how administering agencies determine which potential projects qualify as providing benefits to a disadvantaged community, Air Resources Board staff applied a standard that such benefits must be “direct, meaningful, and assured.” Below are the project qualities that Air Resources Board staff considers sufficient to meet this standard. Each criterion is independent; a project need only meet one criterion to be considered as located within or providing benefits to one or more disadvantaged communities.

All projects will be evaluated to see if the investments could potentially result in benefits for disadvantaged communities, using the following criteria.

### Low Carbon Transportation

Projects will achieve greenhouse gas reductions through the use of zero and near zero-emission passenger vehicles, buses, trucks, and freight technology.

#### DRAFT CRITERIA TO EVALUATE PROJECTS

Agencies can also use criteria in other applicable tables.

**Step 1 – Located Within:** Evaluate the project to see if it meets at least one of the following criteria for being located in a disadvantaged community census tract and provides direct, meaningful, and assured benefits to a disadvantaged community.

Project must meet at least one of the following criteria focused on reducing air pollution for disadvantaged community residents:

- A. Project provides incentives for vehicles or equipment to those with a physical address in a disadvantaged community; or
- B. Project provides incentives for vehicles or equipment that will be domiciled in a disadvantaged community; or
- C. Project provides incentives for vehicles or equipment that reduce air pollution on fixed routes that are primarily within a disadvantaged community (e.g., freight locomotives) or vehicles that serve transit stations or stops in a disadvantaged community (e.g., zero-emission buses); or
- D. Project provides greater mobility and increased access to clean transportation for disadvantaged community residents by placing services in a disadvantaged community, including ride-sharing, car-sharing, or other advanced technology mobility options (e.g., neighborhood electric vehicles, vanpooling, shuttles, smartphone application-based ride-sharing services, bikesharing services).

**Step 2 – Provides Benefits To:** If the project does not meet the above criteria for “located within,” evaluate the project to see if it meets at least one of the following criteria for providing direct, meaningful, and assured benefits to a disadvantaged community.

Project must meet at least one of the following criteria focused on reducing air pollution for disadvantaged community residents:

- A. Project provides incentives for vehicles or equipment to those with a physical address in a ZIP code that contains a disadvantaged community census tract; or

- B. Project provides incentives for vehicles or equipment that operate primarily in “impacted corridors,” [Note: the Air Resources Board will publish a list of “impacted corridors” based on its assessment of which freight corridors have a substantial air quality impact on disadvantaged communities.]; or
- C. Project provides incentives for vehicles or equipment that primarily serve freight hubs (e.g., ports, distribution centers, warehouses, airports) located in a ZIP code that contains a disadvantaged community census tract; or
- D. Project provides greater mobility and increased access to clean transportation for disadvantaged community residents by placing services that are accessible by walking within one-half mile of a disadvantaged community, including ride-sharing, car-sharing, or other advanced technology mobility options (e.g., neighborhood electric vehicles, vanpooling, shuttles, bikesharing services).

## Transit Projects

Projects will achieve greenhouse gas reductions by reducing passenger vehicle miles travelled through incentives, infrastructure, or operational improvements (e.g., providing better bus connections to intercity rail, encouraging people to shift from cars to mass transit).

### DRAFT CRITERIA TO EVALUATE PROJECTS

Agencies can also use criteria in other applicable tables.

**Step 1 – Located Within:** Evaluate the project to see if it meets at least one of the following criteria for being located in a disadvantaged community census tract and provides direct, meaningful, and assured benefits to a disadvantaged community.

Project must meet at least one of the following criteria focused on increasing transit service along transit lines or corridors that have stations or stops in a disadvantaged community, or improving transit access for disadvantaged community residents, or reducing air pollution in a disadvantaged community:

- A. Project provides improved transit or intercity rail service for stations or stops in a disadvantaged community (e.g., new transit lines, more frequent service, greater capacity on existing lines that are nearing capacity, improved reliability, bus rapid service for disadvantaged community residents); or
- B. Project provides transit incentives to residents with a physical address in a disadvantaged community (e.g., vouchers, reduced fares, transit passes); or
- C. Project improves transit connectivity at stations or stops in a disadvantaged community (e.g., network/fare integration, better links between transit and active transportation); or
- D. Project improves connectivity between travel modes for vehicles or equipment that service stations or stops in a disadvantaged community (e.g., bicycle racks on transit vehicles); or
- E. Project creates or improves infrastructure or equipment that reduces air pollution at a station, stop or transit base in a disadvantaged community (e.g., auxiliary power, charging stations); or
- F. Project creates or improves infrastructure or equipment that reduces air pollution on regular routes that are primarily within a disadvantaged community (e.g., rail electrification, zero-emission bus); or
- G. Project provides greater mobility and increased access to clean transportation for disadvantaged community residents by placing services in a disadvantaged community, including ride-sharing, car-sharing, or other advanced technology mobility options associated with transit (e.g., neighborhood electric vehicles, vanpooling, shuttles, smartphone application-based ride-sharing services, bikesharing services); or
- H. Project improves transit stations or stops in a disadvantaged community to increase safety and comfort (e.g., lights, shelters, benches).

**Step 2 – Provides Benefits To:** If the project does not meet the above criteria for “located within,” evaluate the project to see if it meets at least one of the following criteria for providing direct, meaningful, and assured benefits to a disadvantaged community.

Project must meet at least one of the following criteria focused on increasing transit service along transit lines or corridors that are accessible to disadvantaged community residents, or improving transit access for disadvantaged community residents, or reducing air pollution in a disadvantaged community:

- A. Project provides improved local bus transit service for riders using stations/ or stops that are accessible by walking within one-half mile of a disadvantaged community (e.g., more frequent service, rapid bus service); or
- B. Project improves local bus transit connectivity for riders using stations or stops that are accessible by walking within one-half mile of a disadvantaged community (e.g., better links to active transportation, bicycle racks on local bus); or
- C. Project provides improved intercity rail (and related feeder bus service), commuter bus or rail transit service for riders using stations or stops in a ZIP code that contains a disadvantaged community census tract (e.g., new lines, express bus service); or
- D. Project provides improved intercity rail (and related feeder bus service), commuter bus or rail transit connectivity for riders using stations or stops in a ZIP code that contains a disadvantaged community census tract (e.g., network/fare integration, better links between local bus and intercity rail, bicycle racks on rail); or
- E. Project will increase intercity rail (and related feeder bus service), commuter bus or rail transit ridership, with at least 25 percent of new riders from disadvantaged communities; or
- F. Project provides greater mobility and increased access to clean transportation for disadvantaged community residents by placing services that are accessible by walking within one-half mile of a disadvantaged community, including ride-sharing, car-sharing, or other advanced technology mobility options associated with transit (e.g., neighborhood electric vehicles, vanpooling, shuttles); or
- G. Project improves transit stations or stops that are accessible by walking within ½ mile of a disadvantaged community, to increase safety and comfort (e.g., lights, shelters, benches); or
- H. Project includes recruitment, agreements, policies or other approaches that are consistent with federal and state law and result in at least 25 percent of project work hours performed by residents of a disadvantaged community; or
- I. Project includes recruitment, agreements, policies or other approaches that are consistent with federal and state law and result in at least 10 percent of project work hours performed by residents of a disadvantaged community participating in job training programs which lead to industry-recognized credentials or certifications.



DATE: January 5, 2015  
TO: STA Board  
FROM: Robert Guerrero, Project Manager  
RE: Status Update: Public Private Partnership (P3) SolTrans Implementation

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**Background:**

The STA Board approved the STA's first Public Private Partnership (P3) Feasibility Study on May 14, 2014. The intent of the study was to explore opportunities to attract private investment to assist in funding transit facility operations and improvements in partnership with local project sponsors and transit operators. Solano County Transit (Soltrans) and the STA agreed to move ahead with implementing P3 implementation options outlined in the adopted Study for the Curtola Park and Ride Facility shortly after it was approved. P3 implementation options included the following considerations:

1. Solar Photovoltaic (PV) Facilities
2. Sponsorship/Naming Rights
3. Advertising
4. Parking Fees
5. Operations and Maintenance (O&M)

The Soltran's Curtola Park and Ride Facility is currently undergoing improvement renovations to the facility. This was primary reason for recommending the project be the first to implement options outlined in the STA's P3 Feasibility Study. Procuring a private investor in advance has cost saving benefits related to special equipment installation included as part of the construction rather than after the project is completed. Phase 1 is anticipated to be completed by June 2015 with the remaining phases anticipated to be completed later that Fall. Therefore, time was of the essence to select a private investment firm to partner with Soltrans in managing the facility O&M.

**Discussion:**

With time being of the essence in mind, KPMG consultants were retained in August to assist in the procurement process for each of the P3 implementation options noted above (where feasible). On September 26, 2014, a Request for Qualifications (RFQ) was issued to begin the procurement process for the facility O&M. Interviews were conducted in late November with SP+ Municipal Services selected to manage the facility upon completion of the facility improvements. The firm, SP+ is renowned for their parking management and facility services experience across the nation with several operations within the Bay Area.

A kick off meeting with SP +, Soltrans and STA was held in December to finalize a scope of work and a recommended agreement. Soltrans will be directly responsible in managing SP+. The Soltrans Board will be provided a detailed report at their January 15, 2015 meeting with a recommendation to approve staff to formally enter into an agreement with SP+. The next steps are to consider O&M policies for SP+ to implement prior to facility completion.

**Fiscal Impact:**

None at this time to the STA Budget.

**Recommendation:**

Informational.



DATE: December 9, 2014  
 TO: STA Board  
 FROM: Drew Hart, Associate Planner  
 RE: Summary of Funding Opportunities

**Discussion:**

Below is a list of funding opportunities that will be available to STA member agencies during the next few months, broken up by Federal, State, and Local. Attachment A provides further details for each program.

	FUND SOURCE	AMOUNT AVAILABLE	APPLICATION DEADLINE
<b>Regional<sup>1</sup></b>			
1.	Carl Moyer Memorial Air Quality Standards Attainment Program (for San Francisco Bay Area)	Approximately <b>\$15 million</b>	Due On First-Come, First Served Basis
2.	Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)	Approximately <b>\$10 million</b>	Due On First-Come, First-Served Basis
3.	Air Resources Board (ARB) Clean Vehicle Rebate Project (CVRP)	Up to <b>\$2,500</b> rebate per light-duty vehicle	Due On First-Come, First-Served Basis (Waitlist)
4.	Bay Area Air Quality Management District (BAAQMD) Hybrid Electric Vehicle Purchase Vouchers (HVIP) (for fleets)	Approximately <b>\$10,000 to \$45,000</b> per qualified request	Due On First-Come, First-Served Basis
5.	TDA Article 3	<b>\$67,000</b>	No Deadline
<b>State</b>			
6.	Highway Safety Improvement Program (HSIP): High Risk Rural Roads	<b>~\$100-150 million</b> federally	Announcement Anticipated Spring 2015
<b>Federal</b>			

\*New funding opportunity

**Fiscal Impact:**

None.

**Recommendation:**

Informational.

Attachment:

- A. Detailed Funding Opportunities Summary

<sup>1</sup> Local includes programs administered by the Solano Transportation Authority and regionally in the San Francisco Bay Area and greater Sacramento.

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The following funding opportunities will be available to the STA member agencies during the next few months. Please distribute this information to the appropriate departments in your jurisdiction.

Fund Source	Application Contact**	Application Deadline/Eligibility	Amount Available	Program Description	Proposed Submittal	Additional Information
<b>Regional Grants</b> <sup>1</sup>						
<b>Carl Moyer Memorial Air Quality Standards Attainment Program (for San Francisco Bay Area)</b>	Anthony Fournier Bay Area Air Quality Management District (415) 749-4961 <a href="mailto:afournier@baaqmd.gov">afournier@baaqmd.gov</a>	Ongoing. Application Due On First-Come, First Served Basis  Eligible Project Sponsors: private non-profit organizations, state or local governmental authorities, and operators of public transportation services	Approx. <b>\$15 million</b>	Carl Moyer Memorial Air Quality Standards Attainment Program provides incentive grants for cleaner-than-required engines, equipment, and other sources of pollution providing early or extra emission reductions.	N/A	Eligible Projects: cleaner on-road, off-road, marine, locomotive and stationary agricultural pump engines <a href="http://www.baaqmd.gov/Divisions/Strategic-Incentives/Funding-Sources/Carl-Moyer-Program.aspx">http://www.baaqmd.gov/Divisions/Strategic-Incentives/Funding-Sources/Carl-Moyer-Program.aspx</a>
<b>Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)</b>	Gary A. Bailey Sacramento Metropolitan Air Quality Management District (916) 874-4893 <a href="mailto:gbailey@airquality.org">gbailey@airquality.org</a>	Ongoing. Application Due On First-Come, First-Served Basis  Eligible Project Sponsors: private non-profit organizations, state or local governmental authorities, and operators of public transportation services	Approx. <b>\$10 million</b> , maximum per project is \$4.5 million	The Off-Road Equipment Replacement Program (ERP), an extension of the Carl Moyer Program, provides grant funds to replace Tier 0, high-polluting off-road equipment with the cleanest available emission level equipment.	N/A	Eligible Projects: install particulate traps, replace older heavy-duty engines with newer and cleaner engines and add a particulate trap, purchase new vehicles or equipment, replace heavy-duty equipment with electric equipment, install electric idling-reduction equipment <a href="http://www.airquality.org/mobile/moyererp/index.shtml">http://www.airquality.org/mobile/moyererp/index.shtml</a>

<sup>1</sup> Regional includes opportunities and programs administered by the Solano Transportation Authority and/or regionally in the San Francisco Bay Area and greater Sacramento

Fund Source	Application Contact**	Application Deadline/Eligibility	Amount Available	Program Description	Proposed Submittal	Additional Information
<b>Regional Grants</b>						
<b>Air Resources Board (ARB) Clean Vehicle Rebate Project (CVRP)*</b>	Graciela Garcia ARB (916) 323-2781 <a href="mailto:ggarcia@arb.ca.gov">ggarcia@arb.ca.gov</a>	Application Due On First-Come, First-Served Basis (Currently applicants are put on waitlist)	Up to <b>\$5,000</b> rebate per light-duty vehicle	The Zero-Emission and Plug-In Hybrid Light-Duty Vehicle (Clean Vehicle) Rebate Project is intended to encourage and accelerate zero-emission vehicle deployment and technology innovation. Rebates for clean vehicles are now available through the Clean Vehicle Rebate Project (CVRP) funded by the Air Resources Board (ARB) and implemented statewide by the California Center for Sustainable Energy (CCSE).	N/A	Eligible Projects: Purchase or lease of zero-emission and plug-in hybrid light-duty vehicles <a href="http://www.arb.ca.gov/msprog/agip/cvrp.htm">http://www.arb.ca.gov/msprog/agip/cvrp.htm</a>
<b>Bay Area Air Quality Management District (BAAQMD) Hybrid Electric Vehicle Purchase Vouchers (HVIP)*</b>	To learn more about how to request a voucher, contact: <b>888-457-HVIP</b> <a href="mailto:info@californiahvip.org">info@californiahvip.org</a>	Application Due On First-Come, First-Served Basis	Approx. <b>\$10,000 to \$45,000</b> per qualified request	The California Air Resources Board (ARB) created the HVIP to speed the market introduction of low-emitting hybrid trucks and buses. It does this by reducing the cost of these vehicles for truck and bus fleets that purchase and operate the vehicles in the State of California. The HVIP voucher is intended to reduce about half the incremental costs of purchasing hybrid heavy-duty trucks and buses.	N/A	Eligible Projects: Purchase of low-emission hybrid trucks and buses <a href="http://www.californiahvip.org/">http://www.californiahvip.org/</a>
<b>TDA Article 3</b>	Cheryl Chi Metropolitan Planning Commission (510) 817-5939 <a href="mailto:cchi@mtc.ca.gov">cchi@mtc.ca.gov</a>	No deadline	Approx. <b>\$67,000</b>	The Metropolitan Transportation Commission (MTC) administers TDA Article funding for each of the nine Bay Area counties with assistance from each of the county Congestion Management Agencies (e.g. STA). The STA works with the Pedestrian Advisory Committee (PAC), Bicycle Advisory Committee (BAC) and staff from the seven cities and the County to prioritize projects for potential TDA Article 3 funding.	N/A	

\*New Funding Opportunity

\*\*STA staff, Drew Hart, can be contacted directly at (707) 399-3214 or [ahart@sta-snci.com](mailto:ahart@sta-snci.com) for assistance with finding more information about any of the funding opportunities listed in this report

Fund Source	Application Contact**	Application Deadline/Eligibility	Amount Available	Program Description	Proposed Submittal	Additional Information
<b>State Grants</b>						
<b>Highway Safety Improvement Program (HSIP): High Risk Rural Roads*</b>	Slyvia Fung California Department of Transportation (Caltrans) (510) 286-5226 <a href="mailto:slyvia.fung@dot.ca.gov">slyvia.fung@dot.ca.gov</a>	Announcement Anticipated Spring of 2015	Approx. <b>\$100-150 M</b> nationally	The purpose of this program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal land.  <a href="http://www.dot.ca.gov/hq/LocalPrograms/hsip.htm">http://www.dot.ca.gov/hq/LocalPrograms/hsip.htm</a>	N/A	Eligible Projects: HSIP funds are eligible for work on any public road or publicly owned bicycle/pedestrian pathway or trail, or on tribal lands for general use of tribal members, that corrects or improves the safety for its users.